



Institute of Social Policy and Research
RESEARCH FOR DEVELOPMENT



Located at Juba Civic Engagement Center within the Ministry of Information and Communication - Central Equatoria State- South Sudan. info@isprss.org or info.ispr2017@gmail.com

Terms of Reference Finance and Admin Officer

Title	Finance and Admin Officer
Location	Juba South Sudan
Period	8 months with the possibility of renewal depending on the performance and funding
Deadline	The deadline for receiving applications is Friday, May 5, 2023. CVs will be reviewed on a rolling basis

Background

The Institute of Social Policy and Research (ISPR) is a registered (RRC Registration Number 1122) non-governmental, not-for-profit public policy and research center that implements social, economic, and governance policy research and conducts governance trainings and management consultancy for civil society groups, the public, and private sectors. We bridge the policy research gaps in South Sudan and the region and offer expert analysis on public policies, legislation, and capacity development mechanisms that assist to build strong institutions. We create the platform for the government, private sector, and civil society to work together to fast-track policy development that responds to the needs of the South Sudanese people. ISPR is registered with the South Sudan Relief and Rehabilitation Commission, registration number 1122. Our vision is to become the leading center of excellence in regional research and policy analysis. ISPR endeavors are customized to support the strengthening of governance institutions that work to deliver public services. Our work involves building capacities of national organizations, local governments, and the private sector in research and policy sectors.

ISPR Vision

To become the leading center of excellence in research and policy analysis in the region.

Our Mission

To deliver sound research and policy analysis that enhances result-based policy development, people-centered planning, and strong institutions for good governance and socio-economic growth in South Sudan and the region.

Job Overview:

The Finance and Admin Officer has the overall responsibility of assisting a smooth implementation of day-to-day accounting transactions and administrative duties including communication support for the area office, ensuring implementation of donors' rules and regulations and ISPR finance policies & procedures.



Major duties and responsibilities:

- Effects all payments and collections made outside of the office.
- Prepares check and effect payments after approval from the designated official.
- Responsible for maintaining files of financial records, agreements, and other documents.
- Records all cash in the office, petty cash, and bank transactions in Excel format using the correct codes and updates the CEO.
- Keeping all used and unused finance vouchers in a safe place.
- Keep the petty cash fund in the safe box and replenish timely when reaches its minimum balance as per the ISPR policy.
- Prepare cash transfer requests and submit them to the manager for review.
- Track the status of personal advances and ensure their timely settlement.
- Prepare financial reports and budgets and submit them to the CEO.
- Carries out cash count at the end of every week and at any interval as per the ISPR policy.
- Reconcile cash balance per records with the result of cash count.
- Make sure taxes and any other liabilities are paid timely.
- Keep filing systems in which documents could be readily available and easily traced.
- Maintain personal filling system and update them regularly.
- Prepare payroll and ensure payments are done in line with HR and Financial Policy
- Performs any additional tasks as assigned to him/her by his/her supervisors.

Knowledge and Required Qualification

- Diploma in Finance/Business Administration. A bachelor's degree in finance/ Business Administration is an added advantage.
- At least three (3) years of finance and accounting experience in a similar post
- Knowledge of fund accounting, procurement, and financial management
- Knowledge of Microsoft Office software, and QuickBooks is an added advantage.

Skills

- Financial analysis
- Financial management
- Report writing
- Excellent oral and written communication skills
- Analytical and attention to details
- Good coordination, problem-solving, and networking skills

Competences

- Team player
- Strong interpersonal skills
- High integrity and honesty
- Ability to work under minimal supervision.
- Ability to work under pressure.
- Hardworking and result oriented.
- Ability to write clearly, concisely, and in a logical manner.



Key Working Relations

- The Finance and Admin Officer will report directly to the CEO, with additional oversight from the Project Coordinator.

Please send your CV and Cover letter including qualifications to: info.ispr2017@gmail.com

CVs will be reviewed on a rolling basis.

