



- ### Key Responsibilities of a Finance Assistant

**OVERVIEW**

Reproductive Health Association of South Sudan (RHASS) is a not-for-profit organization registered under the laws of South Sudan in 2011 to provide high quality, integrated reproductive health services. It has so far demonstrated its solid commitment and support to the national effort to improve the sexual and reproductive health rights situation in South Sudan with focus on the poorest and underserved segments of the population.

RHASS, with the technical support of its global partner, International Planned Parenthood Federation (IPPF) has attracted financial support from the Government of UK to implement the project entitled "Women Integrated & Sexual Health (WISH): Improving Sexual and Reproductive Health in South Sudan". This project is designed to be implemented in the two states of Central Equatoria, Western Bar El Gazhal and their surroundings.

POSITION TITLE:  
LOCATION:  
REPORT TO:  
DURATION:  
CLOSING DATE:

3 Months' (Renewable Depend on availability of Funding)

Project Finance Manager

Juba, South Sudan

Finance Assistant

01 MAR 2021

50.42





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- Applications once received are not returnable
- Only short-listed candidates will be contacted for interviews
- This vacancy is open to South Sudanese only

**Note:**

Or by hand to RHASS offices located at Star Village building, opposite St. Thomas ECS Church along Gudele road

Interested candidates should submit their CVs and cover letters by email to [guineaninitah@gmail.com](mailto:guineaninitah@gmail.com) cc: [oycharles@gmail.com](mailto:oycharles@gmail.com)

**How to apply**

A bachelor's degree in Business Administration, B. Com or any related Accounting and Finance degree/ course from an accredited university supported by knowledge in book keeping, accounting, or finance would be sufficient for the post of a finance Assistant. Should have good math and computation skills to be able to make the calculations with good speed and accuracy.

**Educational requirements**

- Detailed and organized approach.
- Professional telephone manner.
- Ability to use e-mail communication.
- Proficient in MS Office and Excel.
- Self-motivated, proactive and innovative style.

**Requirements – Knowledge, Skills, and Abilities for the Finance Assistant**

- Check and scrutinize invoices for accuracy.
- Check goods and order to be sure they have been received.
- Organize travel and accommodation for the organization's visitors and staff.
- In agreement with the line manager, establish and maintain filing systems as appropriate.
- Perform general clerical cum administration support including mail-outs, photocopying, and filing and equipment supplies.
- Any other duties that may be assigned by supervisor

