

EMPLOYMENT OPPORTUNITIES

FHI 360 is a nonprofit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. Our staff includes experts in health, education, nutrition, environment, economic development, civil society, gender, youth, research and technology — creating a unique mix of capabilities to address today's interrelated development challenges. FHI 360 serves more than 70 countries and all U.S. states and territories. We are seeking suitably qualified candidates for the Education for Peace, Recovery, and Resilience (EPRR) USAID funded project that will provide flexible and responsive education services for conflict affected children and youth in the South Sudan.

Finance Associate (Juba)

Requisition 2020202253

Under the supervision of the Finance Officer, the Finance Associate will be responsible for the financial operational tasks of the project providing support to the finance officer to ensure the project is ably supported and general accounting functions of the project runs smoothly (in accordance with FHI 360 finance policies).



Duties and Responsibilities:

- Responsible for data entry into financial systems and disseminate information
- Process expense reports, program travel advances,
- Responsible for filing of all finance and accounting documentation
- Responsible for making payments to participants
- Responsible for petty cash management
- Management of workshop and activity advances
- Follow up on disbursements and accounting of workshop advances from field offices
- Inputting transactions in GFAS
- Assist in Processing of payments to vendors and staff
- Preparation of accounts payable templates
- Processing of staff travel and program advances
- Responsible for making deposits and receipting
- Reconciliation of balance sheet accounts- program & Petty cash accounts.
- Carry out Vendor accounts reconciliations
- Follow-up on banking functions of the project
- Act as a bank agent for the FHI 360 bank account
- Perform other duties as assigned.

Requirements: Bachelor's degree in commerce/Accounting or business accounting ■ Minimum 3 years of progressive working experience in similar environment with adequate exposure to project operational accounting ■ A good command of oral and written English language ■ Must be computer literate especially use of Excel ■ Experience working with an international organization ■ Familiarity with USAID rules and regulations is required ■ Professional accounting qualification will be an advantage e.g. CPA/ACCA ■ Demonstrated use of accounting systems will be an added advantage ■ International NGO experience preferred

Eligibility: All positions are local hire. To be eligible, applicants must have South Sudan citizenship, permanent residence or current valid work authorization.

For detailed information, please visit our employment webpage at www.fhi360.org

FHI 360 has a competitive compensation package. Interested candidates may go to FHI 360's Career Center at <https://www.fhi360.org/careers> to register online, and to submit CV/resume and cover letter. Application deadline is 31 December 2020. Hard copy applications can be delivered to BRAC South Sudan Office, Plot 15 Block L14, Atlabara Street 22 Juba. FHI 360 is an Equal Opportunity Employer. Female candidates are strongly encouraged to apply.

Disclaimer:

FHI 360 does not charge candidates a fee for a test or interview.