



ACROSS AFRICA DEVELOPMENT ORGANIZATION(AADO)



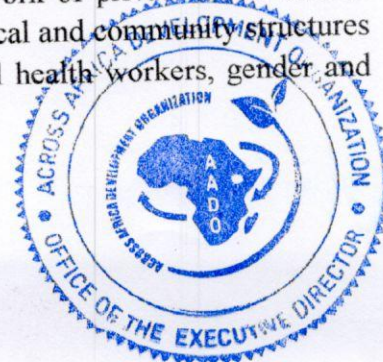
JOB VACANCY

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| Job Title: | Cashier |
| Project code: | - |
| Country Program: | South Sudan |
| Place of work: | Upper Nile State; Ulang and Longechuk Counties |
| No. of Positions: | 02 |
| Program/Unit: | Finance |
| Monthly Salary: | As per the scale of the organization |
| Reports to: | Accountant Officer |
| Length of Contract: | 1 year subject to possible renewal according to availability of funding |
| Position Opened for: | South Sudanese only |
| Desired Start Date: | ASAP |
| Closing Date for Applications: | 5 th March , 2021 |

Organizational Background

AADO is an indigenous non-governmental organisation legally registered in South Sudan. AADO was established in 2018 by volunteer professionals in South Sudan as a private, voluntary, nonpolitical, and nonsectarian organisation. AADO national office is situated in Juba-Na-Bari, adjacent to the former IMC building along the Munuki Midan-Rambo Road. Our current operations are focused in Eastern, Central, Western Equatoria, Jonglei, Greater Pibor Administrative Area (GPA) and Upper Nile State. AADO is responsive, accountable and committed to sanctity of life and dignified wellbeing for all. We are dedicated to saving lives and relieving suffering through capacity building, emergency response mechanisms and development programming.

In 2018 AADO opened its operations in South Sudan through partnership with other established organisations, government and county departments, and with network of private sector actors. Critical to its grassroots work is the invaluable collaboration with local and community structures including village health committees, community health and animal health workers, gender and



child protection committees, extension workers and WASH promoters. These structures have enable AADO to completely provide community-tailored health care services, food security and livelihoods interventions, Protections and WASH services to underserved communities.

Scope of Work:

Under the supervision of the Accountant Officer, the Cashier will be responsible for all cash payments and collection in the field base office and maintaining the daily cash account records in proper documentation standard procedures.

Main Duties And Responsibilities:

- To perform petty cash management
- To perform cash flow follow-up
- To perform transfers and exchanges of money if needed.

Specific responsibilities include:

Accounting:

- Responsible for advance/loan follow up and procedure compliance at Area Level
- Responsible for Excel Book entries according to AADO Standard entry grid
- Responsible for cross check of allocation as per purchase order signed by Roving Accountant/Accountant Officer

Cash:

- Responsible for cash flow level at Area level (safe and petty cash box)
- Responsible for cash transfer confirmation at Area Level according to AADO procedures (Capital-Area; Area-Base)
- Responsible for daily Cash Counts
- Responsible for preparation of weekly cash counts for Accountant Officer and Area Coordinator approval (cash checking statement)

Payment procedures:

- Responsible for payment execution at Area Level (according to AADO payment procedures)
- Responsible of preparing payment voucher for approval by Finance Officer and Coordination before payment is processed
- Responsible for link with Logistic on supplier's relation (payment oriented)



Filling:

- Responsible for first check of Area Base office vouchers (monthly basis)
- Responsible for follow up, filing and labelling of voucher on monthly basis
- Responsible for photocopying the finance vouchers and labelling as per AADO standards.

Education and Professional Qualification:

- Bachelor degree or a higher diploma in Accounting, Business Administration, Finance or related field.
- Minimum one to two years of relevant experience, preferably in a similar position in an NGO.
- Clear understanding of humanitarian principles and contexts
- Well experience /understanding in financial processing and management
- Excellent skills in Microsoft Word, Outlook, and Excel.
- Strong organizational skills and meticulous attention to detail.
- Excellent interpersonal skills and demonstrated ability to establish effective work relations at all levels.
- Proven ability to prioritize tasks, meet deadlines and work with limited supervision, proactive and a good team-player.
- High level of integrity and honesty
- Commitment to upholding the organizational values and principles of AADO South Sudan

How to Apply

Interested applicants who meet the minimum requirements should address their applications and CVs to Senior Human Resources Office or send via e-mail address at aadossd.hr.recruitment@gmail.com and our head office in Juba is located at Juba Nabari near Nazareta Church(St Francis) primary school in the former office of IGAD along bilpam-Munuki highway.

Please DO NOT SUBMIT copies of transcripts or recommendation letters with the application. You should provide them upon request otherwise your application will be rejected. Only shortlisted applicants will be contacted

PLEASE MAKE SURE YOU STATE THE POSITION YOU ARE APPLYING FOR AS SUBJECT OF YOUR EMAIL ensuring that the job title is clearly stated in the cover letter. All applications deadline is COB 5th March, 2021

Kindly noted that AADO is committed to gender balance and diversity without distinction as to race, sex or religion, and without discrimination of persons with disabilities in the selection of its staff.

AADO Is Equal Opportunity Employer.

