

Approved
JJA

JOB OPPORTUNITY

JOB TITLE:	Finance Assistants
LOCATION:	Fangak, Twic & Canal / Pigi
LINE MANAGER:	Program Manager
Partnerships	Project Coordinators, Finance Manager, MEAL Manager & MEAL Specialist
APPLICATION DEADLINE	February 28, 2023, 5PM CAT



This recruitment is contingent on donor funding.

Introduction

WTI is an international NGO that challenges poverty and inequality by expanding access to, and improving the quality of education and training, for communities affected by conflict, displacement, neglect, or discrimination. WTI has over 40 years' experience investing in the education, professional and leadership development of conflict-affected communities in the Eastern and Horn of Africa. Our vision is A world where everyone has the opportunity, through education and training, to make the most of their potential and contribute to the public good. WTI challenges poverty and inequality by expanding access to, and improving the quality of, education and training for communities affected by conflict, displacement, neglect, or discrimination in Eastern and Horn of Africa. WTI has been operational in South Sudan since 2006 but supported hundreds of South Sudanese refugees through undergraduate and postgraduate scholarships. Besides its scholarship program, WTI is lead education partner in the humanitarian and development sector. WTI implements teacher training, intensive English courses and infrastructure improvements in schools and communities.

Job Purpose

The Finance Assistant is a critical position for Windle Trust International field offices and will play the lead role in ensuring the adequate financial management controls and procedures as per the WTI financial policy. The incumbent will support field level operations to ensure timely implementation of activities. The incumbent will manage field level cashflows and expenses documentation.

Main Responsibilities and Tasks

- Check for accuracy, completeness and coding before transactions are entered into the accounting system.
- Monitor and record all expenses in line with the approved budget in order to ensure that correct expenditure costs are charged.

- Verify that payments to external suppliers, cash grants and other supplier invoices are processed in a timely manner and fully supported by the relevant documents.
- Enter all paid transactions into the accounting system.
- Verify and follow-up on staff advances; field floats and other receivables and observe appropriate procurement procedures are followed according to the organization's rules and regulations.
- File all payment vouchers that have been entered into the accounting system by their categories (Cash, Bank and JVs).
- Review and verify requests, payments, and accountabilities before being submitted for further approval.
- Prepare monthly bank reconciliation statements for projects bank accounts at the head office.
- Verify every procurement made to ensure that the right procurement process is followed, and the organization attains value for money for the goods/services bought.
- Maintain, improve, and implement the internal controls, policies and procedures to ensure efficient and smooth running of operations.
- Ensure proper management of organization assets.
- Ensure compliance with donor requirements.
- Detect and prevent fraud in the organization.
- Perform any other responsibilities assigned by the Finance Manager.

Qualifications

- BA degree in Business Administration with financing or accounting option.
- Fluency in written and spoken Arabic and English

Experience and Skills

- A minimum of 3 years in a project finance management at field office level for an NGO, UN agency or other development or humanitarian organization.
- Experience in working and supporting capacity building efforts of local partners.
- Proven experience finance management of education in emergencies (EiE) programming and in participating in emergency coordination forums (education cluster, education working groups etc.).
- Familiarity with key international standards for accounting standards for humanitarian work.
- Excellent understanding of the education finance management processes and methodologies.
- Strong report writing skills, including experience in budgeting development and financial report writing.



- Good interpersonal skills with the ability to communicate and negotiate clearly and effectively at all levels, considering cultural and language difficulties.
- Highly developed cultural awareness and ability to work well in an international environment with people from diverse backgrounds and cultures.
- Ability to analyze information, evaluate options and to think and plan strategically.
- Knowledge of key areas of program operations, logistics and grant management relevant to delivering quality education programming.
- Ability and willingness to change work practices and hours, and work with incoming teams in the event of major emergencies.
- Commitment to and understanding of WTI's aims, values and principles including rights-based approaches.
- Ability to work under tight schedules with competing priorities.

Submit your applications in hard copy to Windle Trust International Office at CMS Compound, Hai Cinema P.O. Box 218 Juba, South Sudan or electronically to SouthSudan@windle.org.uk

Application Deadline: February 28, 2023

Windle Trust International has zero tolerance on all forms of abuse including sexual exploitation, sexual abuse, human trafficking, child abuse, child labor, discrimination, and fraud & corruption. All concerns and complaints regarding safeguarding will be rigorously identified, reported, and investigated. Any pending SEA allegation or abuse will lead to disqualification or termination of contract.



Windle Trust
International

Education transforms society

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“Please indicate in your email subject line: **Application for xxxx – your name**. For example: **Application for ECHO Education Project Officer – Christopher**”

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