



Job Advertisement – Finance & Admin Assistant

Fondation Caritas Luxembourg (FCL) is an international non-government organization active across 11 countries. In South Sudan, FCL implements Food Security and Livelihood, Nutrition, Health, WASH and Humanitarian Aid projects in Central and Eastern Equatoria States.

FCL is currently searching for an experienced **Finance & Admin Assistant** to support FCL SSD Project activities in Magwi County, Eastern Equatoria. The duty station is **Palotaka Field Office, Magwi County**, Eastern Equatoria, with frequent visits to the project sites: Interested applicants are requested to submit their CVs (maximum 3 pages) and cover letter to secretariat@caritasluxssd.lu **latest by 5 January 2024**. Female candidates are highly encouraged to apply.

POSITION DETAILS

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| Title | Finance & Administrative Assistant | | | | | |
| Classification | | | | | | |
| Location (Country & Base) | Palotaka-Magwi County with few travel to Torit office, Eastern Equatorial State, South Sudan | | | | | |
| Contract duration | Up to 31 st December 2025 | | | | | |
| Starting date | 1 st January 2024 | | | | | |
| Direct Line Manager | Finance & Administration manager | | | | | |
| Funding for position | Budget Code | P 30969 | Start date | Jan 2024 | End date | 2025 |
| Employee being replaced | New position | | | | | |
| Hand over period | New position | | | | | |

Scope of work

The scope is to offer “**Finance & Admin Support in Palotaka Field Office, Magwi County, Eastern Equatoria – All FCL Palotaka Field Office Projects**”. The Finance & Admin Assistant supports all Project Managers in the implementation of the project activities as per the detailed project documents such as as logical frameworks, rationale, budgets and donor agreement.

Role and responsibilities

Objective 1

- Manage the Finance ,logistics and administration roles-Palotaka Field Office

Tasks & responsibilities

- Receive / check the eligibility of invoices / supporting documents submitted for payment from field offices, invoice quality, procurement process, contract (if any) with a specific attention on supplier's info, calculations, dates, stamps and signatures.
- Recording, reporting, filling and archiving all the transactions of FCL operations in South Sudan.
- Check the Financial Allocation requested in the supporting document and highlight to the Finance & Administration Manager in case of doubts
- Making all cash payments in all currencies USD/SSP/KES/UGX in Field office-Palotaka after review by Finance & Administration manager
- Follow up and Liquidation of working advances from field staff in Palotaka office.
- Receiving cash from the SAFE Torit and encoding to SAGA under Palotaka Cashbook both un USD and SSP
- Translate accounting documents as needed.
- Enter/Encoding paid invoices in SAGA-financial software database on daily basis under Palotaka cashbook.
- Inform on daily basis the Finance Manager on the cashbook remaining balance and cash request needed
- Close the cashbooks on monthly basis after doing the checking and cash reconciliation in SAGA-Financial software database and send it to Torit for final closure.
- Send the financial software provisional writings to the Finance Manager
- Print and organize the cash counts for the Monthly Bundle
- Payment of staff salaries(who are paid in cash)
- Monitoring the prior approval and usage of Vehicle Movements and DSA buy the staff.
- Communicate with the Finance manager if there is any Financial software Mission Parameters that need to be updated
- Send on monthly basis the Financial software provisional writing
- Receive upon needs new Financial software General parameters, Mission parameters and install new Financial software versions
- Payment of All the expenses uncured during project trainings.
- Maintain Cashbook for St. Joseph resource centre.
- Collect all the income from Tractor / Demo plots and St Joseph resource centre.
- Computation of vehicle milage for Palotaka cars.
- Preparation of fuel, consumption report for vehicle at Palotaka office.
- Control the fuel usage and maintain the stock.
- Monthly stock take at Palotaka store.
- Maintain stock records at Palotaka office.
- Maintain asset list of all the assets and inventories at Palotaka office.



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| | <ul style="list-style-type: none"> • Support the store keeper in maintaining good store records. • Monitor all input distribution by project staff and obtain all the distribution list and file per project. • Follow up with project request with Torit office. • Collecting all the staff timesheets from staff and forwarding them to Torit. • Collecting all the job cards and forwarding them to Torit. • Preparing small casual contracts and forward them to Torit for review. • Ensuring all the beneficiary distribution list is well filed. • Checking vehicle / motorbikes insurance and logbooks for Palotaka vehicles. • Supporting the preparations of vehicle movement plan in every week. • Monitor the usage of vehicles and report incase of any repair. • Supervision of casual management together with team leader. • Control the staff logging book. • With support from team leader oversee the management of Tractor, recording then usage and collecting all the received from Tractor income. • Manage the leave request form from Palotaka office staffv members, get the direct supervisor signature and forward them to the HR officer based in Torit. |
| Objective 2 | Support the Finance department |
| Tasks & responsibilities | <p>Upon request from Head of mission:</p> <ul style="list-style-type: none"> • Support the coordination Finance teams for a timely replacement, induction or / and trainings. • Support the Finance Department in various tasks as pre-audit, archiving, payroll submission, etc. • Support the coordination Finance team through temporary replacement of Finance advisor / manager. |

INTERNAL & EXTERNAL RELATIONSHIP



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| Internal | <ul style="list-style-type: none"> • <u>Resource Manager</u>: direct supervisor/manager & technical support, exchange of information and collaboration on financial matters • <u>Palotaka Office Coordinator</u>: Work in collaboration with Palotaka Office Coordinator in all aspects including financial matters. • <u>Head of mission</u>: technical support, exchange of information and collaboration on financial and planning matters • <u>Field staff/Programme managers/Palotaka farmers' cooperative</u>: technical support, exchange of information and collaboration on financial matters under direction of Finance manager |
| External | <ul style="list-style-type: none"> • <u>Suppliers</u> : payment follow up |

REPORTING RESPONSIBILITIES

- Daily cash book balance
- Monthly Financial software Provisional writings
- Monthly closure : Cash counts , filed supporting documents

POSITION REQUIREMENTS

QUALIFICATIONS

- Diploma in Accounting
- CPA Part 2

SKILLS & EXPERIENCE

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| ESSENTIAL | <ul style="list-style-type: none"> • 1+ years of experience in Finance and/or Accounting fields • Extreme motivation, willingness to learn and grow in the organization • Exceptional organization and planning skills, ability to manage and follow work plans • Remarkable attention to details • Highly developed interpersonal, communication, able to negotiate, influence, give effective feedback, be a team player • Able to manage stress effectively, juggle competing priorities • Able to maintain confidentiality • Strong computer skills particularly in Excel, literacy and numeracy • Fluent in English • Committed to FCL values |
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| PREFERRE D | <ul style="list-style-type: none"> • Experience with donor-funded programs • Experience with Navision/QuickBooks/SAGA accounting software |
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- 1) Caritas Luxembourg is a humanitarian non-governmental organization. The nature of relief and emergency activities entails all employees to demonstrate flexibility regarding his/her duties and work schedule.
- 2) If this job description requires permanent modifications, mutual consent between Employee and Supervisor shall be sought for.
- 3) Non respect of the terms of this job description exposes Employee to disciplinary measures, as per FCL Regulations.

| Languages | |
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| English : Excellent English writing and verbal communication | |
| Other languages : Fluency in arabic and any other local language | |
| IT competencies | <input type="checkbox"/> Word <input type="checkbox"/> Excel Other: Good Knowlegde of Office software package |

