



Job vacancy: Field Accounts Assistant

Help - Hilfe zur Selbsthilfe is a non-profit, independent organization, which was founded on the occasion of the war in Afghanistan in 1981 and is now active worldwide. With an annual project volume of 25-30 million Euro, Help provides rapid assistance in the event of disasters and sustainable reconstruction for and with people in need, especially in Africa, Asia and Europe. As a globally operating humanitarian aid organization, Help receives funding and the highest recognition from national and international donors and is committed to the national and international standards of humanitarian aid as well as the transparent use of funds and impact monitoring.

The overall objective of the **Help – Germany** in South Sudan program is to assist the South Sudanese to respond and react to community WASH needs. To achieve this objective, Help - Germany implements a multi-sectoral program that includes Food Security & Livelihood, Nutrition, WASH as key activities. Help -Germany currently works closely with the County WASH Departments in large scale county wide WASH and Nutrition programming. Help's Nutrition and Food Security programming is expanding its outreach mechanisms and introducing new initiatives. Help - Germany has program activities in Easter Lakes State.

Scope of position: Full-time (40 hours/week)

Place of work: Yirol - Lakes State, South Sudan

Contract duration: Nine (9) months with possibility of extension depending on availability of funds.

Reporting duty: Operations Support Officer

Objective

To strengthen our team we are looking for a qualified personnel to fill the position of Field Accounts Assistant to support the Field Team in conducting daily management of project financial activities. In this regards we are seeking to fill this vacancy at the earliest possible date.

Key Responsibilities:

- Management of the Finance task in the Field Office.
- Ensure that the financial resources made available by the projects are spent in accordance with the project budget and following the donors' procedures;
- Carrying accountant's task in field office in coordination with the Senior Accountant and/or Finance Director.
- Petty cash management: S/he ensures the correct management of cash by directly managing or by regularly controlling the project accountability.
- Proper review of payment requests for its supporting documents and authorizing signature before payments.



- Prepare weekly reports on the control and management of financial flows, monitoring expenses and cash flows through cash counts every Friday in a week.
- Regular monitoring and settlement of staff advances and updating of Cash book status on daily basis.
- Ensure safety and confidentiality of any financial documents in his/her custody.
- Mark the voucher slip with paid stamp and sign on it as per the internal control requirement.
- Expenses planning and monitoring: In collaboration with the Field Project Managers and Operations Support Officer, S/he makes the monthly financial planning and monitors expenses, in accordance with the budget.
- Ensure delivery of all finance related documents to the coordination office for reporting purposes on the first week of every month and if necessary scan all the financial documents for backup record.
- From time to time, perform any other duties as may be assigned by OSO, SA or FD.

Qualifications/Skills:

- A Diploma in Business Administration (Accounts & Finance) preferable. A bachelor's degree in this discipline will be an added advantage.
- At least 2-years' experience of working in South Sudan implementing projects.
- Experience working as a Finance Assistance
- Good knowledge of English language both written and verbal
- Ability to work in a complex and volatile environment
- Ability to interact professionally with colleagues and clients.
- Proven computer competence.
- Ability to work effectively in a culturally diverse team.
- Ability to keep clear and concise records.

We offer:

- an international working environment characterized by a high level of commitment and team spirit
- flat hierarchies and flexible working hours
- Performance-related, attractive remuneration

Please send your application stating your salary expectations and earliest availability (**please only: cover letter, CV, professional qualification, certificates as well as three references in a file attachment and max. 5 MB data volume!**) by e-mail until **Thursday 13th.08.2020, Time 5:30 PM to: recruitment-ssd@help-ev.de** . Address your application to: **The Human Resource Department, HELP – Hilfe zur Selbsthilfe, South Sudan. Subject Line: Application for Field Accounts Assistant:** Please also state in your application where you found the job advertisement. People with disabilities will be given preferential treatment if they are suitable for the position. Further information on our work can be found at **www.help-ev.de**.

