

# Finance Assistant - Juba South Sudan Programme

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 27/05/2022  
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MEDAIR is a Christian humanitarian international NGO founded in 1989, with its HQ in Switzerland. MEDAIR's mission is to respond to human suffering in emergency and disaster situations and to bring hope to the world's most vulnerable. MEDAIR strives to live and work by its values: integrity, hope, compassion, accountability, dignity, joy, and faith.

## JOB DESCRIPTION

<b>NAME</b>	
<b>JOB TITLE &amp; POSITION</b>	Finance Assistant
<b>LOCATION</b>	Juba County, South Sudan
<b>REPORTING TO</b>	Deputy Finance Manager, Juba, South Sudan
<b>OVERALL, PURPOSE</b>	<p>To ensure accurate and timely processing of payments, entry of accounting information and preparation of basic records (cash book, banking, cheque disbursement and receipts) for good corporate financial management.</p> <p>On a day-to-day basis the Finance Assistant carries out a variety of accounting functions required to ensure the financial needs of the programme are met and that all financial transactions are carried out and recorded with integrity and in accordance with donor, HQ and field guidelines.</p>
<b>PROJECT OVERVIEW</b>	Multi-sector relief programme including provision of Primary Health Care, Nutrition, Health and Hygiene Promotion, Water and Sanitation and NFI & Emergency Shelter distributions across fixed and emergency response locations throughout South Sudan. The goal is to assist in reducing morbidity and mortality in vulnerable communities in South Sudan.

<b>FUNCTIONAL LINKS</b>	
• <b>Internal:</b>	Finance Manager, Deputy Finance Manager, Accountant, Finance Officers, Support, and programme teams.
• <b>External:</b>	Local suppliers and local authorities.

<b>DELEGATED AUTHORITY</b>	
<p><b>A). General Accounting and Expense processing.</b></p> <ul style="list-style-type: none"> <li>On a timely basis, accurately enter processed transactions into financial system (Field Connect) and or any other system as necessary.</li> <li>Check and ensure the accuracy of submitted documents in line with the relevant procedures and system requirements.</li> <li>Ensure that the correct expenditure codes are utilized according to the implementation/General Ledger/activity before submitting payments for review/approval.</li> </ul>	

- Ensure that accounting records and supporting documentation for all financial transactions are maintained in systematic order, and in safe and secure conditions in the field office and sub-offices.
- Ensure that payment vouchers are submitted for approval and posting to the system and receipts are properly attached as evidence of acknowledgement by vendors/suppliers
- Ensure cheques, all bank transfer payments are scanned and shared with the shared Services Center Team (SSC) and all originals archived.
- Provide liason to all banking institutions and financial agents on all matters related with cash delivery to office and in the field and be focal point for all invoices from financial agents.
- Ensure payment vouchers are correctly and properly referenced and filed and that there are no duplications
- Follow up on the open payment disbursement vouchers (PDFs) are cleared and that long outstanding open PDFs are flagged to the management.

#### **B). Cash Management**

- Ensure cash is adequately maintained and is replenished on time and the office does not run out of cash at any time.
- On daily, weekly, Monthly, and yearly basis ensure that cash count is done and reconciled to the ledger balance.

#### **C). Salaries and benefits disbursements**

- Reconcile payroll reimbursement documents submitted by 3<sup>rd</sup> party agent ensuring completeness before processing reimbursements
- Process all staff benefits for exited staff as when the staff separates with the organization and ensure that they banked and notified respectively

#### **D). Audits & Internal Controls**

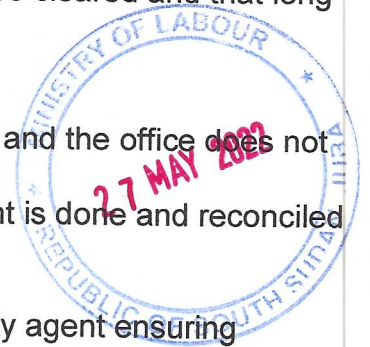
- Play active role in maintenance of internal controls by ensuring laid down procedures are followed and Zero tolerance to Fraud is adhered to.
- Ensure any Audit recommendation affecting area of responsibility are cleared within two (2) months after issuance of audit report (both internal & external)
- Assist in retrieving required documentation and samples to facilitate smooth audit

#### **E) Accounts Reporting**

- Ensure that on weekly basis the accounts are reviewed so that expenses are coded to the correct general ledger accounts and other relevant "financial dimensions".
- Take part and participate on Monthly and Yearly closure of accounts

#### **F) Archiving**

- Ensure that all finance documents are scanned and saved on the server on weekly basis.



#### **MAJOR OBJECTIVES:**

• Support to Juba Finance Team	90%
• Other assigned Tasks	10%

**PERSON SPECIFICATION:**

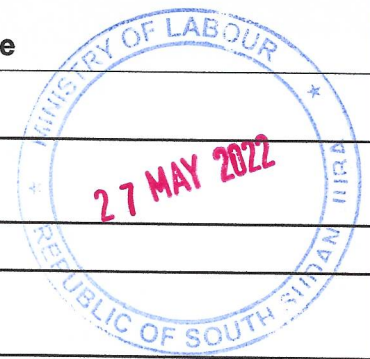
QUALIFICATION / EXPERIENCE:	ESSENTIAL	DESIRABLE
Vocational qualification	<ul style="list-style-type: none"> <li>• Bachelor's degree in finance</li> <li>• Studying for Chartered Accountancy with at least CPA/ACCA Part II qualification.</li> <li>• Sound knowledge of logistical procedures</li> </ul>	<ul style="list-style-type: none"> <li>• CPA /ACCA finalist</li> </ul>
Work experience	<ul style="list-style-type: none"> <li>• 2-3 years in finance position of which 1 year with an NGO</li> </ul>	<ul style="list-style-type: none"> <li>• 3 years in finance position, with 2 years in NGO sector</li> <li>• 1-2 years logistics experience with 1 year in NGO sector</li> </ul>
Languages	<ul style="list-style-type: none"> <li>• Fluent oral and written English</li> <li>• Oral Arabic</li> </ul>	Written and Oral Arabic
IT	Proficient in Microsoft Office Suite (especially Excel)	Proficient with Accounting & Logistical packages e.g., ERP, payroll software.

SKILLS / ATTRIBUTES	ESSENTIAL	DESIRABLE
Motivation	Highly Motivated	
Team building	Team player, can work well in a multicultural team	
Adaptability	Bears well under pressure	
Technical expertise	See "vocational qualifications", open to learning and self improvement	
Management & Leadership	Time management, good communication and interpersonal skills	Willingness to develop leadership potential
Attitude to work	Attention to detail, organised, accurate, devoted, self-starter, analytical mind, team player	
Numeracy	Excellent numerical skills	
Other attributes	Good communication and interpersonal skills, honest, trustworthy	

<b>WORK CONDITIONS</b>	You will work at Juba Finance Department.
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<b>JOB COMMITMENT</b>
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<b>Starting date:</b>	01/July/2022
<b>Duration of commitment:</b>	One-year contract
<b>Date Issued</b>	27 May 2022
<b>Advertisement Expiry Date</b>	15 June 2022
<b>Application Details:</b>	<p>To apply, please go to this website address and fill in the form: <a href="https://forms.gle/oYN4svc9ac8ELcA49">https://forms.gle/oYN4svc9ac8ELcA49</a></p> <p>Then, submit your application comprising (1) a comprehensive CV that includes contact details, education and training background, work experience and 3 referees, and (2) a Cover letter detailing how you qualify for this position to: <a href="mailto:recruitment-sds@medair.org">recruitment-sds@medair.org</a>, or bring to <b>Recruitment Human Resources Department, Medair South Sudan - Theo Road, Hai Tong Ping</b>. The date and time for interviews will be communicated when the shortlist is published.</p>



**Note:** as the position is urgently needed, we may start the screening of applications on daily basis. Due to Large volume of CVs received, Only shortlisted Candidates who met the selection criteria will be contacted.

*According to South Sudan labour law, Medair does not discriminate, directly or indirectly, against any job applicant especially based on race, tribe or place of origin, national extraction, colour, sex, pregnancy or childbirth, marital status, family responsibilities, age, religion, political opinion, or disability.*

HR Manager  
 Medair  
 27/05/2022