

Vacancy Announcement

JOB TITLE	Finance Officer
REFERENCE NUMBER	UNH/JB/2024/FO
JOB TYPE	Full Time
REPORTS TO	Finance Manager
DUTY STATION	Juba
NUMBER OF POST	01
DURATION	6 Months with possibility of extension depending on performance and availability of funding
OPEN TO	South Sudanese only
OPENING DATE	September 20, 2024
CLOSING DATE	October 10, 2024 at 3:00pm

Background:

United Networks for Health (UNH) is a non-political and non-profitable South Sudan based National Non –Governmental Organization (NNGO) dedicated to the implementation of humanitarian and development programs by supporting the National efforts in addressing South Sudan Health, Nutrition, WASH, Food Security and Protection that post Public Health threats within the integrated public health programming. UNH is seeking to recruit a Finance Officer to be based in Juba with frequent travels to the field locations. Applicants should be in alignment with UNH organization culture, values of Respect, Dignity, Accountability, Impartiality and Professionalism and its vision of improving the quality of lives of people affected by poverty and disasters.

Position Overview:

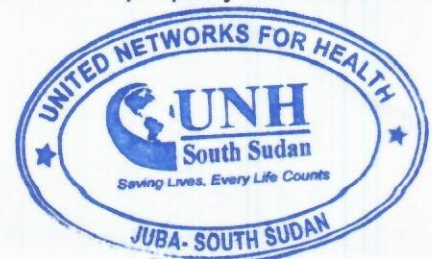
The finance officer will be part of the finance team, involves in the day-to-day activities of UNH accounting department to ensure timely, accurate and secure processing of accounting information and the preparation of UNH accounting reports and statements in accordance with UNH policies and procedures.

The finance officer will be expected to demonstrate courtesy and ability to work with the people of different nationals and cultural backgrounds and adheres to UNH safeguarding policies, code of conduct and maintaining high standards of confidentiality and discretion, courtesy and integrity, sense of responsibility and excellent knowledge of protocols. She/he is to provide inputs for the country operations plan as well as prepares inputs for

funding submissions, appeals and reports. The finance officer will work under the supervision of the finance manager.

Summary of Key responsibilities:

- Perform the day-to-day responsibilities of Finance Officer including, but not limited to:
 - ✓ managing the day-to-day petty cash for UNH country office
 - ✓ manage UNH banking of cash and cheques received from donors, including preparation of weekly expenditure reports and expense documentation, in alignment with UNH policies and procedures.
- Ensure proper filing of all finance related documentation in proper achieves systems
- Posting all the transactions into the financial systems- QuickBooks.
- Preparing cheques for utility, taxes, payrolls, and other UNH bills.
- Writing daily reports, preparing general ledgers, trial balance, and other financial statements.
- Preparing and submitting pension forms, tax returns, and employees' compensation forms.
- Prepare and arrange all cheque registers.
- Ensuring that the finance department has all the recording and reporting tools.
- Preparation of Monthly budgets for office running.
- Managing records and receipts.
- Reconciling daily, monthly and yearly cash transactions.
- Preparing balance sheets.
- Processing invoices.
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Advise program staffs in finance areas.
- Training field team on financial policy, cash request, liquidations and documentations.
- Prepare payments for suppliers and staff salaries.
- Prepare budget and support fund raising.
- Prepare for audits, assessment and attend the exercise.
- Prepare monthly cash flow forecast in a timely manner.
- Ensure full compliance of financial activities, financial recording/reporting and audit follow up with UNH rules, regulations, policies and strategies.
- Prepare and monitor project expenses in QuickBooks and, on a regular basis, report on the project delivery situation to the project management through the finance manager.
- Ensure that advances and direct payments are properly reviewed and made on a timely basis, as well as ensure that payment information is properly recorded into the QuickBooks system on a timely basis.



Qualifications

- Education: University graduate/Bachelor in Accounting and Finance from a recognise University.
- Experience: Minimum three years' experience in finance and accounting in NGO sector and well verse with financial system- online QuickBooks.
- Knowledge and skills:
 - ✓ Excellent knowledge of accounting regulations and procedures, including generally accepted accounting principles
 - ✓ Strong computer knowledge (Google Workspace/Excel, MS Word etc)
 - ✓ Experience with general ledger functions
 - ✓ Strong attention to detail and good analytical skills
 - ✓ Good command of English language both written and spoken
 - ✓ Excellent interpersonal communication skills
 - ✓ Sensitively and understanding
 - ✓ The ability to remain calm in stressful situations
 - ✓ Administrative skills
 - ✓ Ability to work well with others
 - ✓ NGO work experience is an advantage and free to travel anywhere within South Sudan.



Job application procedure

Candidates that know that they meet the above criteria and have what it takes to excel in the above position should send their applications (cover letter, 4 page CV, ID and your one highest academic and professional certification document as only an attachment with 3 professional referees) to Recruitment@unhss.org the title as "Finance Officer – UNH/JP/2024/FO" in the subject line, or hand delivery to UNH office along Munuki Mia Saba Road.

Due to the urgency to fill the position, CVs will be reviewed on a rolling basis. Deadline: 03.00 pm – October 10, 2024.

Only shortlisted applicants will be contacted. Female candidates are encouraged to apply.

Key Notes:

1. UNH is an equal opportunity employer and does not charge a recruitment fee or any other fees at all stages of the recruitment
2. Any form of canvassing will lead to automatic disqualification
3. Females & People living with Disability who suit the JDs are encouraged to apply
4. Address your application to; The Human Resource of United Networks for Health South Sudan