



Vacancy Announcement

Job Title: Finance Assistant -Cashier
Band/Level / Grade: 9B –Admin Support
Department: Finance
Location: Malualkon & Panthou
Overtime Eligible: N/A



Background: The International Rescue Committee, one of the world’s largest humanitarian agencies, provides relief, rehabilitation, and post-conflict support to victims of oppression and violent conflict in 42 countries. IRC is committed to bold leadership, innovation and creative partnerships. South Sudan, an independent nation since 9 July 2011, is emerging from decades of brutal civil war rooted in disputes over religion, ethnicity, resources, governance, and self-determination. The security situation remains fragile and the operational context is challenging. IRC has been in South Sudan since 1989 and currently operates in Northern Bahr el Ghazal, Lakes, Unity, and Central Equatoria States.

Scope of Work:

Under the supervision of the Finance Officer, the Cashier handles all cash payments and collections outside the office and recording the cash account daily.

Key Responsibilities

Cash and Bank payment processing:

- Maintain both SP and USD cash books at the set limits; take responsibility of any cash differences arising.
- Ensure that all cash payments are properly supported and duly authorized per the IRC delineation schedule before disbursement.
- Ensuring that authorizations on the requests for payments are in line with the approved limits per the delineation chart.
- Prepare the cash spreadsheets to upload stage ready for review by the FM prior to upload in SUN system.
- Performing supervised cash counts every Fridays.
- Maintaining the receipt book and ensuring that authorized receipts are issued upon receipt of monies.
- Ensure all cash received is duly receipted and coded and promptly banked.
- Each month stamp original documents “PAID or RECEIVED BY IRC” before sending to Juba.
- Maintain bank information file.
- Collection of bank statements from the bank on a monthly basis.

Payment release:

- Ensure checks in the register are recorded sequentially. Separate the SSP and USD checks to maintain sequence.
- Diligent follow-up to ensure fully signed checks are collected by vendors and signed for (ensuring proper identification of the person collecting) and details indicated in the checks release register.
- Provide timely update to supervisor on reason for uncollected checks.



Filing

- Prior to filing ensure that all documents have been stamped 'PAID' including the check number details.
- Maintain an organized and well-documented (all files must be labeled properly and visibly) and sequential filing system for all cash disbursement vouchers.
- All files should be arranged sequentially and in separately designated filing sites for checks SSP & USD.
- Archiving of prior years finance documents as instructed by the FC or FM.

Any other duty assigned by supervisor.

- To be willing and ready to participate in field staff exchange programs as organized by the FM.
- Attend and participate in trainings identified/organized by your supervisor.
- Follow any new procedures and guidelines designated in circulars from Country Director.
- Make sure all Personnel Income Tax (PIT liabilities, NSSF are prepared and paid to GOSS by 30th of every month
- Any other duty as assigned by the supervisor.

Key Working Relationships:

- Position Reports to: Reports to the Finance Officer, Maluakon/Panthou.
- Position directly supervises: None.
- Other Internal and/or external contacts:
 - *Internal:* IRC Staff.
 - *External:* Regular and open communication with IRC staff from all departments and field offices and represents the country office with external banks.

Requirements:

- Diploma in Accounting, Business Administration, Commerce or Finance with a recognized professional certificate in accounting such as CPA part1 (section1 & 2)
- Minimum one year experience in the financial area of a non-profit organization.
- Extensive experience in working with computerized accounting systems, standard spreadsheet and database programs, preferably SUN systems and visions.

Skills and Abilities:

- Good written and verbal skills in the English language.
- Ability to carry out responsibilities independently with minimal technical support.
- Good communication skills that function across a diversity of cultures.
- Good at role of facilitator and team player in solving problems.
- The position offers programmable workload with regular travel to sub-offices to provide finance-related support.

Decision Making Authority:

- None

Core Values and Critical Competencies

- Excellent communication skills
- Initiative
- Cautious and attentive
- Improvement mindset
- Team player
- Proactive and reliable



- Firm
- Stress tolerance
- Planning and organization skills
- Building partnership
- Attention to details.
- Able to work with limited supervision.

Working Environment:

Security level orange. The situation in Malualkon and Panthou is calm at the moment. Hopes the signed peace agreement will improve the life of the people all over the country.

Standards of Professional Conduct:

The IRC and IRC workers must adhere to the values and principles outlined in the IRC Way – Code of Conduct. These are Integrity, Service, and Accountability. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Harassment-Free Workplace, Fiscal Integrity, Anti-Retaliation, Combating Trafficking in Persons, and several others.

Gender Equality:

IRC is committed to narrowing the gender gap in leadership positions. We offer benefits that provide an enabling environment for women to participate in our workforce including parental leave, gender-sensitive security protocols and other supportive benefits and allowances.

IRC is an Equal Opportunity Employer. IRC considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status, disability or any other characteristic protected by applicable law.

How to apply:

Interested applicants should submit a **CV with 3 references** and a copy of their **national ID** to the **Juba IRC Head Office**-Located in Goshen House 2nd floor or you can e-mail applications to SS-HR@rescue.org not later than 1st **March 2021**.

NOTE: Only short listed candidates will be contacted and attach photocopies only while original will be asked at the interview panel and all the photocopies will remain the property of IRC.

**CLEARLY LABEL YOUR APPLICATION FINANCE ASSISTANT-CASHIER
MALUALKON&PANTHOU
FEMALE APPLICANTS ARE HIGHLY ENCOURAGED TO APPLY**

