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**JAM**  
HELPING AFRICA HELP ITSELF

Joint Aid Management (JAM) is a Humanitarian Relief Organisation, operating in various African countries. Our projects include feeding and agricultural programs, an orphanage and training centre in Rwanda, drilling of water wells in the Eastern Cape, as well as numerous community development programs in Sub-Saharan Africa. In South Sudan, JAM is actively implementing Food for Education, Food for Asset, General Food Distribution, Food Security and Livelihood interventions and livestock vaccination and intervention in Twic East, Bor, Pibor, Unity and Boma Counties of Jonglei State as well as Twic Counties of Warrap State and Aweil County of NBG State.

JAM is seeking a qualified South Sudanese national for *following position*

**Job Title: Finance Assistant (1 Position)**

**Location : Juba –South Sudan**

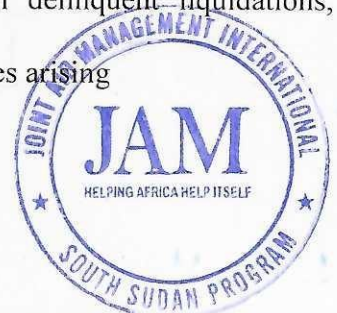
**Report to : Senior Finance Officer**

**PURPOSE OF POSITION:**

Under the Senior Finance Officer, the Finance Assistant (FA) is responsible for managing all payment activities, receipt of funds, and processing of payments. The Finance Assistant organizes and safeguards all auditable financial documents including contracts, receipts, payment vouchers in a way that is easy to retrieve.

**KEY RESPONSIBILITIES:**

- Making payments to vendors and all service providers.
- Review of petty cash accountabilities from admin/HR
- Prepare funds transfer letters for review & approval and write cheques for approved payments as per the financial control procedures.
- Maintain an updated cash book for all the projects on daily basis and reconcile all cash books on a monthly basis.
- Assist with reviews and audits of receipts received from the field for accuracy, completeness, relevance, reasonableness, and compliance and point out anomalies to the Finance manager.
- Assist the finance manager to carry out an audit and ensure an adequate system of internal control
- Labeling and filling financial documents in a logical order and neat manner so as to provide the security of documentation, and ease accessibility and preservation of records.
- Assist with scanning all finance documents to be loaded on the shared drive by the GCC
- Ensure that all approved documents are paid out in not more than two days.
- Managing advances, prepayments, and receivables through follow-up on delinquent liquidations, reconciliation of accounts
- Deliver all transfer instructions to the bank and follow up if there are any issues arising



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- Withdraw cash for senior management staff when required based on the fully approved support documents
- Mark all documents with the paid Stamp before filing
- Photocopy documents as may be required by the Donor during the review the of financial report
- Scan documents to be submitted to donors for purposes of invoicing in liaison with the Senior Finance Officer
- From time to time, perform any other duties the as may be assigned by the supervisor and/or Management.

### Expected outputs

- Payment vouchers and cheques prepared for all the approved requisitions.
- Supplier invoices or payment vouches, details, and supporting documents verified and confirmed.
- All cash and cheque payments are followed-up to ensure they are receipted/acknowledged.
- Bank transfers, deposits, and withdraws made
- All finance documentation is appropriately filed and stored.
- Invoice to WFP prepared on time in liaison with the Grants Accountant



### Required Qualifications:

- BA or equivalent degree and/or professional certification in accounting strongly preferred or equivalent experience.
- Minimum of 2 year's experience in a similar position
- Proficiency in Sun System and Q & is A applications strongly preferred
- Demonstrated ability to assimilate to new policies and procedures effectively
- Extremely detail oriented and organized
- Strong written and verbal communication skills
- Proficiency in Microsoft Office applications (word, excel, outlook, and PowerPoint)

### Disclaimer Clause:

This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

### To Apply:

Qualified candidates are encouraged to submit their full CV with a covering letter to the following email address: [jamss.recruitment@jamint.com](mailto:jamss.recruitment@jamint.com) Hand Delivery to JAM,s sub Office in Juba @ UAP Equatoria-tower Hai Neem Please clearly mark the position title. Deadline for submission: 14 December 2022.

JAM is an Equal Opportunity Employer JAM considers all applicants on the basis of merit without regard to race, sex, color, national origin, Religion

