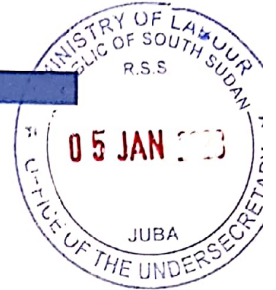




SO-11-3
Approved by
S/inspector of labour
[Signature]
05/01/2023

Vacancies Announcement

Job Title: Finance & Admin Assistants (2)
Location: Melut County (1) and Renk County (1)
Reporting to: Finance Manager
Position Code: ARDF-023-FAA-004
Supervising: Non
Date Posted: 05th 01-2023



About African Relief and Development Foundation (ARDF)

ARDF is leading non-governmental National organization working in three states of South Sudan including Upper Nile, Northern Bahar El Gazal and Central Equatoria State with an aim of saving lives, improving health alleviating poverty and Suffering. ARDF has a reputable experience in Health, WASH, FSL and protection. ARDF approaches include innovation in health, research, Community engagement in the provision of primary health care services focusing on immediate lifesaving while laying the groundwork for long-term impact.

Job Summary:

The finance & Admin Assistant is responsible for daily field cash transaction and reconciliation, and procurement and logistic issues. S/he will ensure ARDF finance and procurement policies and procedures are strictly followed. S/he will ensure ARDF internal control system are observed in the daily running of the office. Ensure all accounting vouchers are stamped PAID and signed on it before send to Juba.

Roles and Responsibilities

Finance roles

- 1) Ensure financial routines and polices are properly followed in accordance with quality policy requirements of ARDF, its Donors, auditors and the relevant authorities
- 2) Ensure all ARDF finance policies and procedures are followed and adhered to at all time.
- 3) Proper Review of all Payment request for its supporting documents and authorizing signatures
- 4) Enter all authorized petty Cash transactions/Payment into the cash book.
- 5) Monitor all field invoices and approved activity request forms received for payment
- 6) Prepare payment request in conformity with ARDF required procedures
- 7) Ensure all transaction documents are filled in chronological as per the recording order
- 8) Make sure all Payment Vouchers and supporting documents are stamped with PAID stamp and sign on it as per the internal control system
- 9) Keep daily updated cash book
- 10) Conduct daily reconciliation of cash accounts
- 11) Perform daily check on the physical petty cash balances
- 12) Make sure all payments are done on time with proper justification documents
- 13) All Payment review are done by finance officer based in Juba. Hence Payment request and supporting documents are scan and sent to finance officer for review.
- 14) Monthly financial reports (all original Documents) are transported to Juba physically.
- 15) Conduct any other duties assign by the finance manager.



Operation Roles

- 16) Ensure ARDF operation policies and procedures are well followed
- 17) Received Coded PRFs from Juba and enter into field procurement database.
- 18) Send RFQs to the reputable vendors and suppliers
- 19) Request area team Leader to nominate quotation review committee
- 20) Conduct terror check for the selected vendors/suppliers
- 21) In coordination with Juba operation team issue out Purchase orders
- 22) Compile all documentations including invoices and send to finance Juba for review before payment
- 23) Support in the delivery of supplies to the beneficiaries
- 24) Document all waybill for any deliveries
- 25) Conduct quarterly inventory and send the report to Operation Manager.
- 26) Any other duties assigned by the operation manager.

Job Qualification and Requirement:

a) Education:

- o Diploma in Accounting, Business Administration and any related field

b) Experience:

- o At least 3 years' experience in working as finance Assistant in a humanitarian Context
- o Experience in operation work is an added advantage.
- o Ability to track all payment and ensure timely payment of activities with proof of all supporting documents.

c) Skills and Competencies:

- o Good Computer skills in micro soft Excel and Word
- o Professionally fluent in written and spoken English.
- o Remain Productive when under pressure

a) Language Requirements:

- o Ability to communicate effectively in English, both in written and in oral form;
- o Knowledge of Arabic is highly desirable.

1. Policies

- a) **Standard of Professional Conduct:** ARDF and ARDF workers must adhere to the values and principles outline in ARDF way standards for professional conduct. These are Faithfulness, integrity, Professionalism, governance and stewardship, Empowerment and team work. In accordance to these value, ARDF operates and enforce polices on beneficiary protection from Exploitations and abuses, child safeguarding, anti-workplace harassment, and fiscal integrity.
- b) **Safeguarding policy:** ARDF has a zero-tolerance policy for safeguarding violation by staff, incentive workers, visitors, suppliers/sub-contractors. Safeguarding at the ARDF is an integral to the organizational value and ethics and staff and associates are expected to take all reasonable steps to prevent the sexual exploitation, abuses and harassment of any person linked to the program by its employees and any downstream partner. The successful candidate will be subject to a thorough background check and satisfactory references.
- c) **Gender Equality:** ARDF is committed to narrowing the gender gap in leadership position. We offer benefits that an enabling environment for women to participate in our workforce including a flexible hour (when possible), Maternity leave, transportation support and gender sensitive security protocols.
- b) **Equal Opportunity Employer:** ARDF is an equal opportunity employer. ARDF consider all applicants based on merit without regards to race, color, national region, religion, sexual orientation, age, Marital status, Disability or any other characteristic protected by applicable laws.



2. How to Apply

a. Application address

- o Interested candidate are requested to submit their application and updated CV not more than 4 pages, Copies of National ID and Educational certificates through Email address; hr.ardfsouthsudan@gmail.com please the subject of your email will be;

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- o For hand Delivery, submit your application to ARDF office in Juba, addressing to ARDF Human resource manager, Hai Mauna Residential Area, 450 meters South West from Mauna Medical Complex, Juba South Sudan.
- o In Field, all application will be delivered to CHD office.

b. Eligibility;

- o The position is Open to only South Sudanese living in Renk County with required qualifications.
- o Female candidate with required qualifications are highly encourage to apply.

c. Shortlisting and interview

- o Due to urgency of the position, applications will be review on regular bases.
- o Successful candidates will only be conducted for interviews

d. Deadline for submission

- o The deadline for submission will be **25th January 2023**
- o Only applications submitted before deadline will be considered for review

Disclaimer:

African Relief and Development Foundation does not charge any kind of fee at whichever stage of the recruitment process and does not act through recruitment agents.

