



AFRICAN WOMEN HELP ORGANIZATION (AWHO)

50.43

JOB ADVERTISEMENT	
Job title:	Finance assistant
Unit	Protection
Reports to:	Finance officer
Location	Mundri West with visit to Mundri east.
Date	1/6/2021



ORGANIZATION CONTEXT:

The African Women Help Organization is a National woman led humanitarian organization established in February 2010 in accordance with section 10 of chapter 3 of South Sudan NGOs Act, 2016. AWHO advocates for vulnerable and marginalized communities' rights, protection, and security. Its gender equity work focuses on women, girls and gender- expansive leadership and agendas beside investment in peace building through leadership. Regardless of race, national or political views. Our efforts are found on the principle that all humans being are entitle to live in peace, liberty, equality and safety through expression of the universal declaration by human right.

Job Purpose Summary

Finance Assistant is responsible to support the functions of the Finance Officer which are to implement sound accounting systems and maintain up to date project accounts whilst ensuring that these conform to requirement.

JOB DUTIES AND RESPONSIBILITIES

PLANNING:

- Processing and preparing the financial statements.
- Creating, sending and following up on the invoices.
- Collecting and reviewing data for reports.
- Reviewing and performing audits on financial statements and reports.
- Preparing payments for employees.
- Suggesting improvements in accuracy, efficiency and reducing cost.



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Munuki Block B, Juba - South Sudan



- Assist the finance Officer and project management team(PMT)organizing the logistical support from the projects steering committee meetings, related to and requiring logistical support from the projects.
- Preparing all necessary financial management correspondence and be responsible for follow-up
- Maintain proper administrative tracking systems to facilitate the management of contracts and have records for unit staff insofar as these have been delegated; and
- Keep a record of assets and updates it regularly for the unit.
- Provide technical assistance to operational planning.
- Closely work with logistic department to anticipate and plan all needed procurement He/she has to plan and supervise the implementation of the program being charged to him to adhere to predefine technical specification. Supervise and provide support to the project, monitor and evaluate the activities suggest any adjustments to be made to the program depending on the context development.
- Anticipate any issues linked to carrying out the activities and help to resolve any problem in the implementation.
- Work closely with the administrative department, contribute to the development program budget and monitor expenses and budget forecast.
- Organized and facilitate evaluation mission.

FINANCE MAAGEMENT

- Participate in the preparation of program operational plans and budgets, and ensures follow-up on the timely disbursement of funds to the respective program operational areas.
- Follow –up with the respective field officers and finance officers at the operational area to ensure timely submission of financial accountabilities in order to meet donor reporting timeline.
- Any other task assigned.

Monitoring:

- Support the monitoring of the activities and collection of data on daily basis.
- Provide technical assistant to the operation planning.
- Provide support to the project team in the monitoring of training outcomes/impact through follow up visits.





- Follow –up with the respective field officers and finance officers at the operational area to ensure timely submission of financial accounts in order to meet donor reporting timeline.
- Any other task assigned.

Monitoring:

- Support the monitoring of the activities and collection of data on daily basis.
- Provide technical assistant to the operation planning.
- Provide support to the project team in the monitoring of training outcomes/impact through follow up visits.
- Undertake regular field visit to the project side.
- Participate in carrying out mid-team and end of project evaluation e.g review meetings, and participate in field trips for monitoring& evaluation.

Functional skills

- Knowledge of computer skills e.g. ms, power point excel and internet.
- Administrative project management skills.
- Interpersonal skills.
- Good community engagement skills.
- Good oral and written English.
- Good analytical skills.
- Team player.

JOB REQUIREMENTS

- At least 1-2 years of experience working with national and international NGO.
- Knowledge of the national action plan for gender equality.
- Flexible to attend sub-cluster for GBV.
- Relevant academic background (Diploma or degree in Accounting and Finance).





How to apply:

Interested applicants should submit their cover letter, CV with 3 reference and copy of national ID and certificate including day, time, telephone contact. By email: jacobawho65@gmail.com and afriacnwomenhelporganization@gmail.com please indicate the title of the position you are applying for in the subject line of your email. **Deadline for submission is 14th June 2021 before 5:00pm.** Office Location Munuki Suk Melisa Payam Road. Contact us through Tell: **+211924447113/0924720445.**

Female candidates who meet the above requirements are strongly encourage to apply.

