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Approved

25/04/2022



Date: 25th April 2022

Re: Job advertisement:

Established in 1984 in the UK, Islamic Relief (IR) is an International NGO seeking to promote sustainable economic and social development by working with local communities through relief and development activities. IRSS works in the following States in South Sudan that include Central Equatoria, Eastern Equatoria, Western Baher El-Ghazal and Warrap state of Tonj North. IRSS help the needy and the vulnerable regardless of race, religion or gender.

Applications are invited from 25th April 2022, from suitable candidates to fill in the position below with a base in Wau but with frequent travel to Warrap as projects, funds are being secured.

JOB TITLE: FINANCE OFFICER
BASE LOCATION: Wau, Warrap South Sudan
REPORTING TO: Finance Manager South Sudan
LINE MANAGEMENT RESPONSIBILITIES: Finance Assistant in Field Office
PURPOSE OF DIVISION: Through capacity building and through technical and programme support, the International Programme Division keeps the organization focused on the socio-economic and humanitarian needs of vulnerable people. The division reinforces IR's implementing structure to enable these people and their communities to develop themselves sustainably, and ensures that the organization is prepared to respond promptly and effectively to humanitarian crises. The division increases the organization's ability to tackle poverty by developing and fostering partnerships and institutional relationships effectively and proactively, and by ensuring transparent and timely reporting to the organization's donors.
JOB PURPOSE: Ensure financial standards and integrity met in line with Donor and IR standards. Financial accounting and reporting. Support in maintaining an accurate overview of programme and office finances in the field office: providing financial guidance and support to programme staff.

KEY WORKING RELATIONSHIPS

- Has regular contact with the Finance team, the Programme and Logistics teams, particularly in the area based in. Works closely with the Field Coordinator.

SCOPE AND AUTHORITY

Scope of the Role:

The job holder is accountable for fulfilling his or her roles and responsibilities in line with Islamic values and principles of fairness, humanity, honesty, respect and fair treatment of his/her colleagues and staff. The Finance Officer adheres to the policies in the finance team and promotes their adherence to other staff in support of the organization projects.

Responsibility for Resources: No direct budget responsibility. Responsible for petty cash in the field office. Monitors the budgets.



MAIN OFFICE
 IR.SS. Along Unity Road
 Plot No.54, Block B-xvi
 Hai. Cinema, P.O Box 353
 Juba South Sudan
 Tel : 0922680306

WAU OFFICE
 Hai Darajat
 Tel: 0916287894
 0929732333

WARRAP OFFICE
 Along the Warrap - Akop Road
 Tel: 09126281961



KAPOTEA
 Narus Compound
 Diocese of Torit
 Tel: 0921373324

Website: www.islamic-relief.org
 RRC Reg No.051

KEY ACCOUNTABILITIES

The job holder is accountable for fulfilling his or her roles and responsibilities in line with Islamic values and principles of fairness, humanity, honesty, respect and fair treatment of his/her colleagues and staff.

Key Accountability 1: Maintain accounting records and transactions in the office

- Responsible for the cash float
- Submit fund requests to the Juba office in line with documented deadlines.
- Input data into the financial system.
- Review data entry in the financial system (where input by a Junior Finance staff member).
- Recording Incomes and ensuring they are updated in the system accordingly.
- Manage funds available in the field office, ensuring that adequate funds are maintained for all areas of work, transfers are made as appropriate.

Key Accountability 2: Maintain financial controls in the office

- Ensure that all vouchers are well approved before payments/posting.
- Escalate any financial concerns, irregularities and suspected fraud to the Finance Coordinator.
- Process payments that need to be made for all goods and services, ensuring that the necessary documentation is in place and authorisation has been obtained.

Key Accountability 3: Custodian of financial documents

- Ensures compliance with IRW financial policies, labour law and donor requirements/guidelines.

Key Accountability 4: Manage the audits in the field office

- Prepares documentation prior to Audit visits
- Works closely with Auditors during visits, providing documentation requested in a timely manner.
- Coordinates closely with the Finance team in Juba.

Key Accountability 5: Financial reporting

- Provide financial reports in a timely manner and within the required deadlines.

Key Accountability 6: Supervision and Capacity Building

- Build the capacity of Finance Assistant/Cashier in the field office.
- Provide direction and guidance on finance tasks.
- Support staff and partners to build their financial capacity where needed.
- Provide training to programme and communities in the policies and procedures for financial accountability, in collaboration with Project Officers, Field Coordinator and Finance Coordinator.



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PERSON SPECIFICATION

ESSENTIAL

- Bachelor's Degree in Business Administration, Commerce, Accounting or Finance)
- Two- three years' experience in Finance and Accounting
- Intermediate skills in double entry bookkeeping
- Advanced IT skills; able to use online financial systems and input data with a high degree of accuracy
- High level of attention to detail
- Strong analytical skills
- Able to build the capacity of others
- Willing and able to travel to field locations for up to 30% of role
- Competent in written and spoken English
- Sensitivity to cultural differences
- Sympathy with the aims of IR

DESIRABLE

- Experience working in an NGO in a similar role
- To be familiar with and abide by the NGO/Red Cross Code of Conduct, the People in Aid
 Code, IRW International procedures



If you are the right candidate for the above role and can clearly demonstrate your ability to meet the qualification given, submit your application attached CV to Islamic Relief South Sudan Programme. Along Unity Rd Hai, Cinema-Juba South Sudan near Acted office. Or send to IRSS.Recruitment@islamic-relief.or.ke

This position is open for national
Only short listed candidates will be contacted.
Deadline: 14th May 2022