



CARE SOUTH SUDAN

CARE South Sudan is an International NGO working in South Sudan. CARE and its partners work with vulnerable communities to address the underlying causes of poverty and promote peace and development, through its strategic goal to reduce poverty by empowering women, enhancing access to resources and services, and improving governance.

Position:	Finance Officer
Department:	Finance
Location:	Bor
Reports to:	Area Manager
Technical supervisor:	Accounting Manager
Starting date:	September 1st 2023
Advert status:	External

Job Summary

The purpose of this position is to provide efficient and effective financial and accounting services to the CARE Bor Programme offices within South Sudan. Analyze and Monitor CARE South Sudan Accounts Payables and Receivables to ensure the assets and liability related to these accounts are as per GAAP.

The position will specifically be tasked with review of liquidation documents received from project team, proper cash management in Programme locations and support in AR and CM recording in PeopleSoft Financial System is carried out accurately.

Review of the project advances for all the staff advances recorded under their names and provide weekly reconciliation to the accounts Manager.

Specific Responsibilities:

RI. Monitoring of Receivables, General ledger, Cash management and Payables.

- Ensures that all policies and procedures follow CARE and other donor's policies, procedures, and requirements.
- Manages project finance activities and schedules to meet the financial reporting requirements and deadlines specified by SSDNI and SSC by reviewing and recording all liquidations in PS before 30th of each month.
- Closely monitors all financial activities and keeps the accounts Manager advised of all situations which have the potential for a negative impact on internal controls or financial performance.
- Enforces internal control policies and procedures.



- Maintains current knowledge of local government requirements related to financial matters and ensures compliance with tax regulations and other legal requirements.
- Develops and implements a training program for the project's finance staff.
- Share field monthly forecast with senior Finance officer before 20th of each month.
- Share approved cash request and breakdown with Juba finance team before 30th of each month.
- Receives Cash Transfer from head office for the respective Programme offices and ensures that appropriate cash balances are maintained to facilitate project implementation.
- Ensures quality review of field liquidations and timely submission to SSC Accountants for vouchers procession. For the off-line locations
- Share all guest house incomes with Juba finance team monthly and ensure up to date tracker is maintained.
- Support to upload journals for reclasses and other expenses in people soft.
- Works closely with CHD to review and submit incentive paysheets for all incentive workers.
- Share weekly cash counts reports and file the signed in both Hard and scanned copies.
- Ensure all signed list for payroll and incentives are shared back with senior Finance officer and copies are properly filed, and scanned copies uploaded on OneDrive.
- Review all procurement documents based on threshold in the fields.
- Any other duties assigned by line manager.



R2: Safe Cash Reconciliation.

1. Ensure that monthly safe cash reconciliations are done for respective offices with same cash and signed to track any discrepancies that might happen.
2. Follows up on weekly and monthly cash counts and files them in both soft and hard copies.

R3: Capacity building to Program staff on financial matters.

1. Provide support to Programme staff on financial matters, charging details and interpretation of the finance manual.

R4: Core capabilities

- High moral integrity and accountability.
- Good understanding of donor policies and procedures.
- Adherence to CARE core values and fraud policy.
- Excellent interpersonal relationship with staff, vendors, partners and government agencies.
- Practicing gender and cultural diversity.
- Good understanding of humanitarian work.

Key Outputs

- AP, AR, CM, GL Accounts reflects.

KEY CONTACTS

- All Finance Staff (Juba and Field locations).
- Human Resources Department Staff.
- Program and program support staff.



QUALIFICATION AND EXPERIENCE

- University degree in Finance/Accounting/Economics/Commerce/Business Administration or another relevant field
- At least three years of work experience in the field of finance/accounting, most preferably someone with Fields experience.
- Hands-on experience/skills in MS Excel (experience in working with formulas)
- Ability to prepare basic training for Finance/Program staff.

WORKING CONDITIONS

- Based in any of the field offices indicated above.



HOW TO APPLY

The position will be based in **Bor**. This is external position & open to only South Sudanese Nationals. Opening Date 1st **August 2023** and Closing date of receiving applications will be **18th August 2023**.

Applications and CVs should be delivered to: jobs.southsudan@care.org or Hand delivery to: **CARE Bor Office**.

CARE is an Equal Opportunity Employer, promoting gender, equity and diversity and women candidates are strongly encouraged to apply.

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Attention!!!

CARE South Sudan has a ZERO TOLERANCE approach to any abuse to, sexual harassment of or exploitation of a vulnerable adult or child by any of our staff, representatives, or partners. CARESS expects all staff to share this commitment through our Safeguarding Policy and our Code of Conduct. They are responsible for ensuring they understand and work within the remit of these policies throughout their time while at CARE.

