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World Relief South Sudan
Hai Cinema P.O. BOX 41
Juba, South Sudan
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www.worldrelief.org



Position Title: Field Finance and Administration Officer
Department: Finance and Administration
Report: Area Coordinator/ Assistant Finance Manager
Work Location: Field Offices/Roving

World Relief South Sudan is the South Sudanese branch of World Relief, an international non-governmental organization dedicated to partnering with the local Church, to see the most vulnerable people transformed economically, socially, and spiritually. Since 1998 World Relief has been working with the local Church to address humanitarian and development needs related to Health, Nutrition, Food Security & Livelihoods (FSL), Education, WASH (Water, Sanitation & Hygiene), Protection, Disaster Risk Reduction (DRR), and Church Empowerment.

POSITION SUMMARY

The Field Finance and Administration Officer is responsible for ensuring proper management of finances in their location according to standard accounting practices and organizational policies. This position also supports administration with human resources duties. The position directly reports to the Area Coordinator and indirectly reports to the Director of Finance and Administration. The position regularly interacts with colleagues in the Country Office's Finance and HR Departments.

KEY RESPONSIBILITIES

- Enforce finance practices, policies, and controls in accordance with WRSS's standards, while maintaining efficiency.
- Receive and release funds in accordance with policies. Make sure all necessary documents justifying a payment are included before processing.
- Maintain detailed and accurate records for all transactions in the required format (paper, software, scans, etc.).
- Perform daily finance functions, including recording all cash transactions, maintaining ledgers, and issuing, monitoring, and reconciling cash advances.
- Perform weekly finance functions, including cash counts conducted with the Area Coordinator.
- Perform monthly finance functions, including payroll and cash requests.
- Assist the Area Coordinator and other Officers in budget management and finance processes.
- Review and ensure the accuracy of financial transactions before submitting to the Country Office.
- Report any inaccuracies or suspicions of misconduct immediately to the Area Coordinator and Director of Finance and Administration.
- Follow the current HR manual in applying HR policies with support from the HR Officer in the Country Office.
- Familiarize all staff in regard to HR policies and procedures and ensure compliance.

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- Assist hiring managers in recruitment process from requesting the position to orienting the new staff member. Ensure the process is timely, fair, documented, and compliant.
- Manage and track staff probationary periods and advise their supervisors.
- Ensure all staff have valid contracts by issuing them to new staff, reminding supervisors of expiring contracts, and renewing contracts as advised.
- Ensure timesheets are completed by all staff each month.
- Track staff leave and other benefits to ensure they are being utilized appropriately.
- Ensure personnel files are kept in accordance with policy and are ready for audits.
- Ensure the PSEA and Sexual Harassment Policies are followed.
- Work closely with the Country Office Finance and HR Departments and request guidance whenever in doubt of the appropriate course of action or limits of authority.
- Maintain confidentiality for both employees and the organization.
- With a generous and serving spirit perform all other tasks and responsibilities assigned for the benefit of World Relief.
- Maintain a Christian witness to internal and external stakeholders.

QUALIFICATIONS

- Bachelor's degree from a recognized university in Finance, Accounting, Administration, or related field.
- At least three years of experience in finance or accounting or related duties.
- Demonstrated experience applying and following policies and procedures.
- Experience using database and financial software.
- Mature and professional demeanor.

SKILLS REQUIRED

- Excellent skills in Microsoft Office, including Word, Excel, and Outlook.
- Excellent written and oral English communication.
- Able to travel and work in WRSS project locations.
- Humility, teamwork, and flexibility.
- Ability to understand and work in different cultures.
- Arabic language skills.
- Interpersonal communication and teamwork skills.



APPLICATION REQUIREMENTS

Applicants desiring consideration for this position should submit the following:

- Application letter, expressing your motivation for the position you are applying for
- Current CV, Copies of diplomas and certificates, including nationality certificate
- List of three former supervisors who can serve as job references one of whom should be from the church with their valid email addresses and contact numbers.

Interested potential candidates should submit the above items in the application in any one of the following ways:

Submission to the World Relief Juba Office in Hai Cinema Tender Box as well

Online submission by email to WRSSRecruitment@wr.org copying GElizabeth@wr.org including the job title in the subject line or email.

Applications must be received by 9th April 2021 at 5:00PM. Applications will be reviewed as they are being received and only shortlisted candidates will be contacted.

