



AFRICA DEVELOPMENT AID



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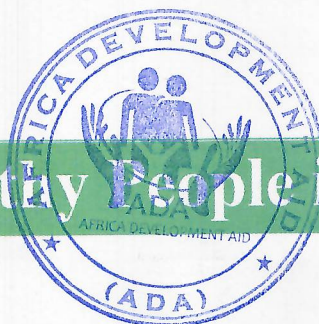
Vacancy Announcement

Organization	Africa Development Aid (ADA)
Position/title	Finance Officer
Reporting to	Finance Manager
Duty station	Juba
Collaboration	HR & Administration Manager, Programme and the Management
Duration	Six (06) Months with possibility for extension depending on funding and performance
Number of vacancies	02 (Two)
Date of the advert	Friday June 2 nd 2023
Starting date	Applications will be reviewed on a rolling basis.

1.0. Organizational Context:

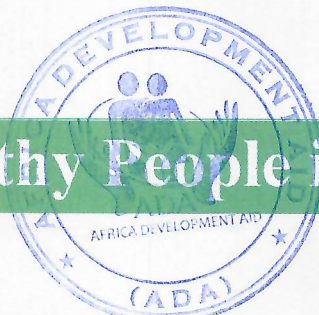
Established in 2012, Africa Development Aid (ADA) is an expanding National, Non-Governmental, Humanitarian and Development organization operating in Upper Nile, Jonglei, Unity, Eastern & Central Equatoria States and GPAA. At ADA, we support vulnerable communities to realize their full potentials. We focus and emphasize on building resilience by creating an environment in which local populations can thrive and become self-reliant. We work to prevent and overcome situations that adversely affect community well-being by reinvigorating the economy, developing skills for life and work, providing humanitarian aid, and influencing policies. Our belief is that economic, social and environmental security are the bedrocks of a healthy community; therefore, our programming is aimed at empowering the communities to make the good use of the humanitarian and development assistance ADA provides.

For the past ten (10) years ADA has strengthened rural livelihoods through Food Security & Livelihoods, environmental awareness, Emergency Shelter & Non-Food Items (ES/NFIs), WASH, Peace building & Women Empowerment through transforming harmful cultural practices, Child protection and Education amongst others. ADA is determined to mobilise the necessary resources to deliver humanitarian and development projects in pursuit of a peaceful, self-reliant, and improved future. ADA offers sound employment conditions with opportunities for personal growth and career development.





- 2.0. **Summary of Job description:** The role of finance officer is to provide technical and professional support to finance department of ADA by ensuring that all expenses and payments are made, recorded and documents filed in a way that is easily retrievable when needed.
- 3.0. **The objective of this position is;** To support the department of finance in all aspects of financial management and documentation as dictated by the financial policy and internal control regulations.
- 4.0. **The general duties of the employee**
1. To abide by all grant regulations imposed on ADA, if applicable to an assigned project, and agreement bound by ADA's policies and procedures.
 2. To abide by all the regulations stipulated in the HR Policies.
 3. To carry out all the duties under your responsibilities.
 4. To accurately complete and submit a timesheet verification of all pay period worked.
 5. To carry out other duties and responsibilities assigned by employee's direct supervisor.
 6. To maintain confidentiality on matters or information pertaining to ADA that should not be disseminated within or without.
- 5.0. **Specific job responsibilities:**
- Specific responsibilities:**
1. Prepare budget and defend it before the donors/partners.
 2. Write proposal together with programme managers and advise on the budget.
 3. Responsible for the monthly financial close and reporting including standard financial statements and grant level reporting.
 4. Assist Finance Manager and senior management Team with budget preparation, budget analysis and forecasting.
 5. Distribute account coding to staff and verify proper coding of vouchers received prior to entry.
 6. Manage cash flow, including timely fund request to the finance Manager who will then put the same to the Executive Director.
 7. Ensure that annual audit is carried out in a timely manner as required by the organization.
- Maintain and monitor and effective ADA office filing system including; bank statements; withdrawal or transfer records, bank statements, invoices, timesheets, and payroll records.





9. Ensure that the internal control procedures and donors regulations are followed for all cash disbursement receipts, transfers and include appropriate recording of expenditures.
10. Keep confidential information and is expected to act with utmost discretion and integrity.
11. Coordinate with sub-offices accounting staff to collect, analyze and consolidate transactions for all matters.
12. Ensure that authorization levels are respected in the approval of all the payments prior to fund disbursement.
13. Work closely with HR & Admin Manager to ensure that ADA office payroll is done in compliance to the national tax and labour regulations. Manage timesheet for ADA office, ensure timely submission, approval, accuracy and filing.
14. Ensure the monthly payroll allocations entries are properly calculated, coded, and entered into appropriate accounting system, including review and approval of timesheets by the Executive Director.
15. Attend meetings in the absence of the programme personnel.
16. Can do any other duty (ies) assign to you by your supervisor.

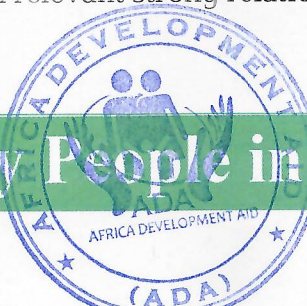
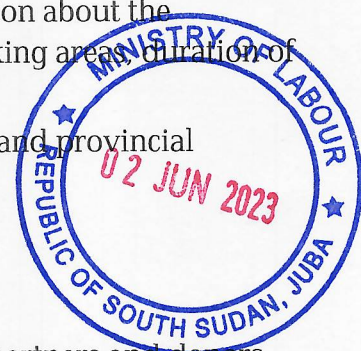
6.0. Representation

- Representing the organization in the cluster's meetings in the field
- Collaborating and coordinating with the government, NGOs, and UN agencies on WASH issues at counties and states level.
- Participating in County level in WASH meetings and other relevant humanitarian/recovery coordination meetings
- Ensuring that all relevant stakeholders have information about the organization's background, program, objectives, working areas, duration of programs and activities in the field
- Promoting and reinforcing relationships with district and provincial technical authorities

7.0. Desirable

Coordination and Representation.

- Represent ADA externally through engagement with partners and donors in matters relating to finances
- Contribute to to ADA team building efforts in respect to institutional strategies
- Build and maintain relevant strong relationships stakeholders





- Represent ADA at key humanitarian forums and networks as well as conducting any other duties as may be assigned to you by your line manager.

8.0. *Management and Reporting*

- Submit periodic progress reports on activities in line with the log frame with focus to meeting a deadline
- Support preparation of annual and quarterly budget planning as the case may be
- Ensures financial regulations and procurement procedures are strictly adhered to
- Initiate procurements within assigned areas of responsibility if any.
- Prepare quarterly, annual, and other reports as required

9.0. *Others*

- Be eager to and require others to adhere to ADA's principles and values as well as the promotion best financial practices
- Understanding of and commitment to adhere to safeguarding policies in relation to financial policies

10. Qualifications, Skills, and Experience:

Education:

- University Degree in Accounting & Finance in a recognized university
- Professional qualification in CPA & ACCA are added advantages
- Knowledge of accounting software such as QuickBooks, Tally, advanced excel among others and above all be computer literate

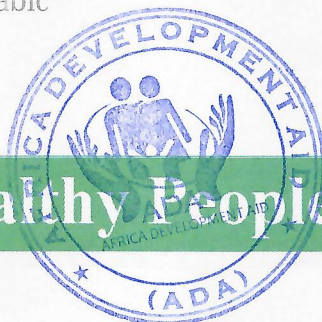
Experience:

- 3-5 years professional work experience in INNGO, NNGO, companies and Government institution in the same role.

Language Requirements:

- Oral and written proficiency in English
- Spoken Arabic

11. *Desirable*





- Ability to demonstrate sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities.
- Ability to demonstrate an openness and willingness to learn and adapt to policies of ADA and the work environment
- Good interpersonal and presentation skills, diplomacy, and ability to remain calm under pressure and not lose sight of priorities.
- Familiarity with conflict-sensitivity approaches and application of Do No Harm Methodologies
- Commitment to ADA's safeguarding policies to ensure all people who come into contact with ADA are as safe as possible.
- Ability to think creatively, work in a team, and perform under challenging circumstances is crucial
- Excellent facilitation and communication skills.
- Good understanding and practical experience in the application of equity issues (Gender and diversity)
- Good computer skills in MS office

12. Attitudes

- Proactive and takes initiative.
- Flexibility
- Reporting experience, problem solving and diplomatic skills
- Respect when dealing with others.
- Identify him/herself with the mission, vision and values of ADA
- Multi-tasking



This is a challenging opportunity for a dedicated and highly motivated professional. Please submit your application to HR & Admin Department. Bring hard copies of your CV and academic credentials with valid contacts of three referees and letter of application in a sealed envelope to ADA Office in Thongpiny, Theo Road, opp. Medair Country Office. Or through jickokjr@gmail.com.

ADA is an equal opportunity employer. However, this position is only for South Sudanese nationals
Deadline for this advert is Wednesday June 21st 2023 by 4:30PM

Female candidates are strongly encouraged to apply!

