

Job vacancy: Finance Assistant

Help - Hilfe zur Selbsthilfe is a non-profit, independent organization, which was founded on the occasion of the war in Afghanistan in 1981 and is now active worldwide. With an annual project volume of 25-30 million Euro, Help provides rapid assistance in the event of disasters and sustainable reconstruction for and with people in need, especially in Africa, Asia and Europe.

As a globally operating humanitarian aid organization, Help receives funding and the highest recognition from national and international donors and is committed to the national and international standards of humanitarian aid as well as the transparent use of funds and impact monitoring.

The overall objective of the **Help – Germany** in South Sudan program is to assist the South Sudanese to respond and react to community WASH needs. To achieve this objective, Help - Germany implements a multi-sectoral program that includes Food Security & Livelihood, Nutrition, WASH as key activities. Help - Germany currently works closely with the County WASH Departments in large scale county wide WASH and Nutrition programming. Help's Nutrition and Food Security programming is expanding its outreach mechanisms and introducing new initiatives. Help - Germany has program activities in Lakes State.

Scope of position:	Full-time (40 hours/week)
Place of work:	Juba Base
Contract duration:	Six (6) months with possibility of extension
Start date:	Immediately
Direct Reporting:	Senior Accountant.
Dotted Line:	Country Director



KEY RESPONSIBILITIES:

- ✓ Processing of cash and bank transactions to all approved payment request.
- ✓ Daily entry of expenses into the WINPACCS cashbook.
- ✓ Tracking of operational advances and ensuring effective liquidations and settlement.
- ✓ Review of approved payment request for compliance before transactions.
- ✓ Verification of budget codes on purchase requisition forms, procurement plans, internal purchase orders & payment requests.
- ✓ Preparing and ensuring timely submission of monthly cash forecast of expenditures in Juba office.
- ✓ Preparing and keeping records of accounts for HQ and internal/external audit purposes.
- ✓ Effective monitoring of cash-flows, reviewing of bank statements and preparation of accurate weekly transactions report.
- ✓ Processing of all banking matters including incoming & outgoing transfers and bank relations, ensuring the bank mandate is always up to date with accounts signatories.
- ✓ Request of end of month bank account reconciliations and reporting of any inconsistencies for settlement.
- ✓ Petty cash withdrawals from Bank to the safe in office.
- ✓ Collection of Bank correspondents (official letters, Account statements, Check Books etc.)
- ✓ Keeping all transaction files well archived for audit and record purposes.
- ✓ Assist Senior Accountant in generating end of month expenditure reports.
- ✓ Timely preparation of monthly expenditure reports as per the agreed time frame of submission to HQ.
- ✓ Performs other duties as required in support of the program.



Qualification: Education (Knowledge/Technical Skills & Experience required)

- A Diploma in Business Administration (majoring in Finance/Accounting) preferable. A bachelor's degree in this discipline will be an added advantage.
- At least 2-years' experience of working in South Sudan implementing projects.
- Good knowledge of English language both written and verbal
- Ability to work in a complex and volatile environment
- Ability to interact professionally with colleagues and Government authorities.
- Proven computer competence in all Microsoft Offices (Word/Excell), Internet and Outlook.
- Ability to work effectively in a culturally diverse team.
- Ability to keep clear and concise records.

We offer:

- an international working environment characterized by a high level of commitment and team spirit.
- Staff medical insurance cover.
- performance-related, attractive remuneration

HOW TO APPLY

Interested candidates who meet the above criteria should submit their applications which shall include a cover letter, together with an updated CV with at least three referees with their telephone and email contacts.

Address your application to: **The Human Resource Department, HELP Hilfe zur Selbsthilfe South Sudan**. Qualified female candidates are particularly encouraged to apply.

Applications can be submitted online to this email recruitment-ssd@help-ev.de **Closing Date for receiving applications is: 6th/Jan/ 2023 @ 5:30 PM Local Time.**

