



Job Advertisement

Date: 18th August, 2021

Job Title: Finance Officer
Duty Station: Juba

PURPOSE OF THE POSITION:

The Finance Officer will provide services leadership and support to MaCDA in Juba head office South Sudan. Finance Officer will have overall responsibility for the entire finance system, including direct supervision of the Finance procedure. Finance Officer will act as the focal person on the issues relating to finance, and will be responsible for reporting any related information to the Country Director accordingly.

Skills

Finance Officer should have and will be exercising his duties through the following skills:

KEY RESPONSIBILITIES

- Responsible for the finance department in the organization
- Receive invoices for payments, prepare vouchers and recommend for payments
- Update the electronic cash and bank books after each payment ensuring that balances is matched
- Conduct weekly cash counts with the cashier, ensure its accuracy, and document the cash count process.
- Record finance transactions to the finance organization's finance software.
- Prepare the monthly bank reconciliations for all the organization's bank accounts
- Prepare and send to head office Sutton end of month finance pack
- Ensure that the minimum account balances are maintained as both our cash and bank balances.
- Check and review the project financial document and see that all financial transactions are sufficiently supported.
- Make sure all financial documents (Sound filing of vouchers systems existing) complies with the requirements for supporting documentation.
- Prepare timely recommendations of all account on weekly and monthly bases
- Help finance in consolidating and compiling monthly cash flow forecast, and ensure disbursements of funds to field coordinators are done in timely basis.
- Track and reconcile project advances with staff.

- Help finance in maintaining and updating annual financial audit report, quarterly financial report schedule. Procurement spot
- Responsible for project budgeting and make sure it is accurate.
- Attend meetings with partners as required.
- Perform other duties as may assign by the supervisor

Leadership and management

- Coordinate, manage, and provide leadership for all aspects of the finance
- Supervise the finance procedures make sure it is accurate.
- Lead the services and ensuring effective co-ordination and teamwork
- Lead Justice and Solidarity Reflections for all MaCDA staff
- Be in touch with all senior staff, get the information, and respond accordingly.

Capacity strengthening

- Provide support to staff at all level.

Internal working relationships

- Cooperate with all departments within MaCDA

Other duties

- Perform other duties as may assigned by the supervisor

Qualification

- Degree in Finance or its equivalent
- Three to Five years' experience in the field of finance
- Knowledge of QuickBooks accounting software is an added advantage
- Must be a South Sudanese
- Female applicants are highly encouraged

HOW TO APPLY

Interested Candidates to apply through eve@macdassudan.org or Hand deliver the application to MaCDA office located at Gudele road opposite Jur River petrol station next to Hai seminary main gate. Deadline for submission: **3rd September 2021.**

Duly note that MaCDA does not require applicants to pay any money at whatever stage of the of the recruitment and selection process and have no agent in connection with recruitment.

- Only shortlisted candidates will be contacted