



20.11.3
Approved by
Labour officer
nmps & HR
14 JUL 2021

JOB VACANCY: A CASHIER (1).

AVSI Foundation is a global non-governmental organization with headquarters in Italy. Its mission is to support human development in developing countries according to the social teaching of the Catholic Church: recognizing the uniqueness of each person, who as such cannot be reduced to a number within an anonymous category such as “the poor, the sick, the disabled”. Furthermore, every person and every community represent a resource, regardless of their vulnerability. This is why AVSI works to help people in becoming aware of their own value and dignity. AVSI is operating in South Sudan since 2005, implementing medium to long-term sustainable health, education, water & sanitation, food security and emergency relief programmes.

The organisation is now seeking to recruit suitable qualified South Sudanese national for the position of A **Cashier**.

Purpose

To carryout reconstruction and development activities by establishing sound administrative procedures and keep accounts and record of Juba office.

Role

Responsible to keep all the records of cash and bank reconciliation up to date.

Duty Station: Juba

Assignments and functions

1. Assist in Preparing all financial documents (invoices, vouchers,cheques etc.)
2. Assist in Cash management and daily reconciliation.
3. Assist in Preparing documents for electronic payment through the bank.
4. Assist in Payment of vendors.
5. Assisting the Finance Office in entries of transaction in the primanota and Navision.
6. Assist in Preparing and keeping of the cash book.
7. Assist in Maintaine of the books of accounts and records of all expenditures and revenue.
8. Assist in Organizing and filling of the accountability receipts.
9. Assist in Verifying the completeness of the payment documents.
10. Assist in Performing bank transaction on request.
11. Any other duty assigned.

Requirements

Education

- Diploma or Higher Diploma in Accounts or related field.

Knowledge and experience

- Minimum of 1 years' experience in accounting.
- Working experience in related sector will be an added advantage.
- Knowledge of Microsoft Navision Dynamics is an Asset.



People for development

Skills

- Competent in use of Microsoft applications especially Excel and Word
- Excellent interpersonal and communication skills
- Good writing skills
- Accuracy
- Fluency in written and spoken English. (Arabic as an added advantage)
- Ability to work under pressure and meet strict deadline
- Ability to work independently

Attitudes

- Proactive and takes initiative.
- Flexibility
- Respect when dealing with others.
- Presentable, outgoing with a pleasant character
- Identify him/herself with the mission, vision and values of AVSI Foundation.

How to Apply:

Applications should include updated **Curriculum Vitae** (CV), National ID, and **cover letter**. In the cover letter the candidate should briefly describe his or her motivation for the position and highlight relevant experience.

The above documents can be delivered to any AVSI Foundation Office in Juba

Or send in soft copy to hr.southsudan@avsi.org

CC: Finance.Juba@avsi.org CC: Aziz.musema@avsi.org

only shortlisted candidates will be contacted.

THE CLOSING DATE FOR RECEIPT OF APPLICATIONS IS **Monday, August, 3, 2020**
Women are strongly encouraged to apply, the candidate must have a valid national ID

Due to the urgency of this role, AVSI Foundation reserves the right to shortlist applications prior to the closing date and contact only successful candidates.

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At the heart
of development