JOB PROFILE

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| **JOB TITLE: Finance Assistant** |
| **International Division, South Sudan Programme****LOCATION: South Sudan (Lankien)** | **JOB FAMILY: Finance** |
| **SALARY:**  | **LEVEL: E, Zone 1** |
| **OXFAM PURPOSE:** To work with others to overcome poverty and suffering**JOB PURPOSE:** To support in the accounting function of the South Sudan Nyal and Akobo to provide quality financial information and maintain accounting records.  |
| **REPORTING LINES:** **Post holder reports to: Finance officer****Staff reporting to this post:** n/a |
| **BUDGET RESPONSIBILITY:** n/a |
| DIMENSIONS* Managing/ supervising resources within defined boundaries, which may include people, assets (petty cash).
* Providing support to the FO on areas of work covered within the finance unit.
* Provide support for and implements operational plans to agreed standards.
* Assists with the development of solutions to diverse and complex problems and develops solutions to more routine problems.
* Applies operational information received in a variety of formats primarily from internal sources.
* Flexibility to anticipate and resolve challenges within the finance department
* Impact of this role is significant within the finance department and could have some impact programme-wide.
* Influence and contribute to functional / operational finance planning.
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| **Duties / Responsibilities:**To support the Finance officer to ensure the office maintains a high standard of accounting and financial control. The nature of this job demands rigorous and careful attention to routine systems and procedures, good inter-personal skills and complete integrity always. * To work closely with the finance officer to provide quality financial information and maintain accounting records.
* Prepare payments after ensuring that all payments are thoroughly checked and have adequate supporting documentation attached together with payment vouchers are raised and appropriately approved.
* Handle queries by service providers relating to payments. Reconciliation of supplier accounts that have queries.
* Ensure petty cash payments are paid against adequate and accurate supporting documentation, duly approved and as per days and times in the SDX Cash policy
* Ensure a complete and accurate record of all petty cash transactions is always maintained; and that requests for replenishment are made in a timely manner as required.
* Receipt all monies received and ensure its done timely
* Update cash and bankbooks on a weekly basis and upload load them into People Soft (Internet based accounting software) as per agreed business cycle
* Prepare reconciliations on a weekly basis.
* Maintain the finance files and ensure that documents are filed correctly and in a timely manner.
* Assist Finance officer in monitoring and maintenance of Balance Sheet Accounts. Maintain monthly schedules for staff floats, loans and advances. For staff floats liase with staff members to ensure surrendered in a timely manner or recovered from payroll.
* Ensure that financial documents are scanned, photocopied and submitted to the in a timely manner when needed by the finance officer.
* Any other tasks that may be assigned from time to time.
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| KEY COMPETENCIESAchieving Results* + Organisation to work effectively – organizing the work needed to get the job done. Setting priorities, identifying what needs to be done, planning and setting work aside when priorities change.
	+ Drive to achieve results – getting the job finished and the energies that drive people to the end result. The desire to get the job done in the best way given the time and resources available.
	+ Tenacity – getting things done despite setbacks. It involves perseverance and determination balanced with a good sense of when things should be let go.
	+ Initiative – responding to the unexpected and generating alternative ways to achieve results.

Thinking and Understanding* + Analytical thinking – being logical and systematic in approaching issues. It involves considering alternatives and making choices.

Working Effectively with Others* + Following – full commitment to, and working towards organizational goals. It involves effective and appropriate participation in organizational initiatives and being willing to put personal targets second in favour of other organizational priorities. It also includes being aware of the leadership role of following and of own specific contribution to the team.
	+ Supporting others – recognition of responsibility to help others to do their job effectively. It involves using initiative and being proactive on behalf of others.
	+ Communications – being aware of what information needs to be given to whom and being able to get a message across to others in an appropriate way. It involves taking responsibility to ensure that things are understood.

Self Management* + Self-awareness - being aware of own strengths and limitations, of own style of working, of own deeply held convictions and the source of these convictions, of own particular biases.
	+ Adaptable and flexible – being able to respond to changes in work schedules and patterns when necessary with sufficient flexibility and resilience to avoid letting frustration hinder progress.

JOB SPECIFIC

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|  | **Essential** | **Desirable** |
| **EXPERIENCE** | * Minimum of 2 years working experience in accounts, with thorough knowledge of book keeping
* Proven experience of dealing with budgets, supported by at least three credible referees
* Demonstrable knowledge of office systems and procedures skills
 | * At least 3 years experience of working with an NGO
* Previous experience of using a computerized accounts package
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| **QUALIFICATIONS & SKILLS** | * Minimum of a degree in Commerce or Business Administration
* CPA I or ACCA I
* Excellent writing, communication and interpersonal skills
* Competency in numeric and ability to manage budgets
* High level of computer literacy with proficiency in the use of computerised accounting system
* Fluent English
 | * CPA III & ACCA III
* Fluent in Arabic

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| **KNOWLEDGE & INTERESTS** | * Commitment to Oxfam’s philosophy, aims and policies (especially gender relations)
* Working in or with NGOs
 | * Knowledge of social, economic & political development in South Sudan
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| **PERSONAL QUALITIES & APTITUDES** | * Self-confidence, maturity & ability to co-operate with a wide variety of people
* Availability to work on own initiative & under pressure and to meet deadlines
* Personal commitment to working as reliable, honest & trustworthy member of a team
* Enthusiasm for good working practices and ability to analyse and improve systems
* Tact/diplomacy
* Ability to work effectively in a culturally diverse organisation
 | * Energetic, approachable & enthusiastic disposition
* Creativity
* Sense of humour
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| **CIRCUMSTANCES & PHYSICAL QUALITIES** | * Able to cope with difficult conditions
* Robust health
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| **This job description is not incorporated in the employment contract. It is intended as a guide and should not be viewed as an inflexible specification as it may be varied from time to time in the light of strategic developments and following discussion with the post holder.** |
| **OTHER:**  |

## Date job description updated: November 2019