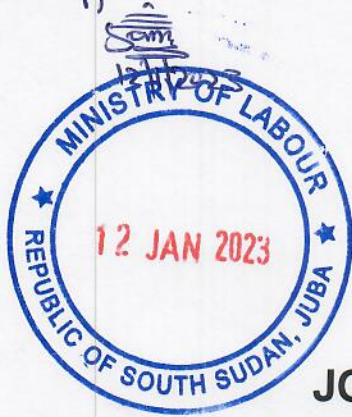


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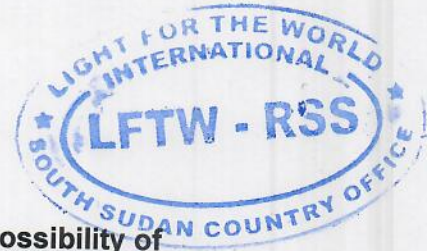


LIGHT FOR THE WORLD International
In-country Team South Sudan
Hai Jerusalem, Tearfund Compound
Juba, South Sudan
P.O. Box 613, Juba, South Sudan

Date: 12th-01-2023

JOB ADVERTISEMENT

JOB TITLE:	ADMIN AND FINANCE ASSISTANT
DUTY STATION:	JUBA
SUPERVISOR:	HEAD OF FINANCE
APPLICATION DATELINE:	31 January 2023
SALARY :	Competitive
DURATION:	Full-time, fixed term for one year, with possibility of extension



LIGHT FOR THE WORLD INTERNATIONAL strives for a world in which persons with disabilities in developing countries have a decent life, equally participate in society and have access to their rights. We focus on persons with disabilities living in poverty, who are amongst the most excluded and underprivileged groups in society. Putting them at the center of our development efforts will advance the removal of barriers for other excluded groups as well and bring about change towards an inclusive society.

To strengthen our highly committed and passionate team in South Sudan are looking for a **ADMIN AND FINANCE ASSISTANT based in Juba, South Sudan with travel to field offices.** This position reports to Light for the World South Sudan, Head of Finance.

Purpose of the role:

The Admin and Finance Assistant is responsible for the effective and efficient implementation of all administrative and operational functions at Light for the World South Sudan. The role holder actively tracks, reconciles and manages the regular financial reconciliation of cash and cash equivalent transactions. Furthermore, the role holder ensures accuracy in documentation of all financial and administrative documents, engages in logistic activities related to local flight bookings, and ensures an effective administrative communication between the Program team in Vienna and the South Sudan Office.

Key responsibilities include:

- ❖ Manage all petty cash and Bank payments for all procurement done at Country Office Level.
- ❖ Perform daily, weekly and monthly reconciliations of the petty cash books.
- ❖ Track all activity advances, travel advances and any other cash advance to staff for proper liquidations.
- ❖ Ensure that the 4-eye principle is followed as per the financial and procurement policies.
- ❖ Ensure all documentations are well coded as per the activity lines.
- ❖ Ensure full compliance to Internal and external requirements.
- ❖ Maintain complete and up-to-date filing of both Admin and Finance files.
- ❖ Follow-up staff timesheets and ensure all are well filed.
- ❖ Responsible for keeping store records and ensure all goods and materials are well stored, procedures are followed for receiving and issuing out using FIFO and LIFO.

- ❖ Keep a monthly update of the asset register.
- ❖ Assist in small purchase of consumables of country Office.
- ❖ Support in personnel file updating, leave management whilst ensuring confidentiality when dealing with staff records.
- ❖ Responsible for UNHASS, MAF and any domestic flight bookings for staff and for updating the supervisor on any available balances.
- ❖ Responsible for taking minutes for all administrative meetings and ensure minutes are shared with Management.
- ❖ Responsible for processing entry permits, Visas and registrations for International visitors.
- ❖ Any other duties as assigned by the supervisor.

Required Qualification

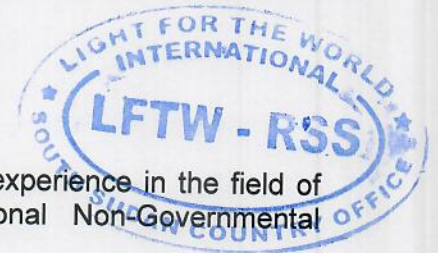
Undergraduate degree in Finance or Accounting with progressive experience in the field of Finance, Accounting and Administration working for International Non-Governmental Organization (INGO).

Experience and Skills

- ❖ Established knowledge in cash and bank reconciliations, cash management and proper documentation.
- ❖ Experience in logistics management, flight booking, asset management, tracking staff leave.
- ❖ Experience working with Financial Software, such as Knowledge of Quick books.
- ❖ Keen attention to detail.
- ❖ Excellent prioritisation and time management skills.
- ❖ Very good written and oral communication skills in English.
- ❖ Proficiency in using software applications and tools such as MS Office, and Finance software with knowledge of Quick books applications is a Must.
- ❖ Prior experience within an NGO.
- ❖ Good social attitude and ability to operate in a multifaceted cultural setting.
- ❖ Strong belief in teamwork, and appreciating differences and values, as well as being willing to accept new ideas.
- ❖ Passion and interest in Light for the World's mission and in the inclusion of people with disabilities on all forms of life.
- ❖ Ability to communicate and speak local language and mainly common Juba Arabic would be an asset.

What we can offer as an employer:

We are offering an outstanding opportunity to bring about change through a young and dynamic organisation with a strong profile, track record and space for exploring new directions, testing new ideas and allowing you to excel as an individual and with your team. We are a professional team that strives towards continuous development. All employees carry responsibility for their fields of action and for reaching the defined targets. We believe in participatory leadership and expect you to contribute your expertise and ideas also outside of your focus areas. We believe that learning from mistakes is an important way of developing.



How to apply

- ❖ We are looking forward to receiving your application not later than **31 January 2023, at 5:00pm CLT time.**
- ❖ Please apply exclusively online via our application tool on <https://www.light-for-the-world.org/support-us/jobs/>.
- ❖ As part of your application, please submit a CV and motivational letter, in which you tell us why you would like to join our team and why you consider yourself suitable for the role. Please also indicate your salary expectations for the role, as well as contact details of at least 3 professional references.
- ❖ **Women and people with disabilities with the above qualifications are strongly encouraged to apply. You may indicate your disability status on your CV if you wish to point this out to us and for reasonable accommodation purposes during the recruitment.**
- ❖ We strongly encourage online applications, but for the Applicants who do not have online access, you may apply via hard copy to:

Administrator,
LIGHT FOR THE WORLD International
In-country Team South Sudan
Hai Jerusalem, Tearfund Compound
Juba, South Sudan
P.O. Box 613, Juba, South Sudan

