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MLPS & HRD
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MINISTRY OF LABOUR
HUMAN RESOURCE DEVELOPMENT

BASE NET

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JOB VACANCY – ACCOUNTANT/FINANCE OFFICER POSITION

Are you passionate about working for and growing with National NGO? Do you like working with farming communities and non-farmers in their rural places? Are you a self-motivated, committed and working alone without supervision? If so, then here is your chance to apply for Base Net.

Base Net is a national non-governmental organization (NNGO) for humanitarian and development sectors, officially registered on 29th January 2018 under South Sudan Relief, Rehabilitation and Commission (RRC), registration number 1287. It is committed to working with others to find lasting solutions to vulnerability and poverty in South Sudan. We aspire for effective and efficient organization that is dedicated to working with partners, donors, fora, affected people, government and key observers to ensure that vulnerable populations are served with dignity and their local government institutions empowered to be able to deal with recurrent shocks and disaster. Our motto "*together we empower*" is a vital ingredient towards realizing impact to our clients and affected people whom we bear accountability.

Base Net has three established and functional offices; the head office in Juba is located in Buluk, Plot 94 and block 3 near Kirijobi Imaging Centre; a field office is situated in Nimule Peace Valley Building Complex, Juba-Nimule Highway, and a State office is located in Torit.

Base Net is looking for a suitably qualified South Sudanese (female candidate highly encouraged to apply) to fill a vacant post in a table below.

| | |
|---------------|------------------------------------------------------------------------|
| Position | Project Accountant / Finance Officer |
| Location | Juba with regular field visits in Magwi, Torit and Lafon/Lopa counties |
| Report to | Finance & Admin Manager |
| Work duration | 6 months (with possible extension upon satisfactory work performances) |
| Closing date | 25/04/2020 |

Finance /Accounting functions:

- Prepare monthly cash projection for all project activities particularly in Magwi and Lafon/Lopa operations, and submit to the finance and admin manager for timely cash disbursement
- Ensure that all supporting documents, vouchers and bills are properly filed
- Prepare balance sheet and reconciliation for review by Finance/Admin Manager
- Ensure proper coding of expenses as per the organization accounts
- Maintain and update on weekly basis cash register for operational cost at the country office
- Ensure compliance to the organization finance policies and procedures
- Follow up with staff for timely settlement of advances, bills and submission of complete financial documents to Admin/Finance Manager
- Be a focal bank agent for depositing and withdrawal of petty cash
- Responsible for payment of vendors and other office running associated costs like utilities (water, rent, electricity etc.)
- Review all excel cashbooks and documentations from all the field locations

Empowering for community resilience and prosperity | Email: contact@basenet.org



- Assist Admin/Finance Manager in generation of monthly report, during both internal and external auditing
- Assist Admin/Finance Manager in reviewing staff's payment like salaries and other dues including monthly payroll for all the organization staffs
- Pay regular field visits to ensure proper financial procedures and value for money by offering brief auditing.
- Provide financial training to programme staffs as per the organization internal policy_and regulations
- Facilitate program activity advance and re-imbursements to field staffs while ensuring the Organization financial procedures.
- Assist the Admin/Finance Manager in ensuring proper & adequate financial procedures are in place to adhere internal policies
- Support Admin/Finance Manager in monthly cash forecast, at least every third week of the month.
- Perform any other tasks assigned by your line manager

Requirements

- Bachelor's degree in Accounting, Finance or Business Administration, or a related field; Papers like ACCA, CIMA, CPA will be an added advantage
- Minimum 3 years' experience in similar position
- Solid knowledge of accounting principles, financial systems and internal accounting controls
- Experience working with computerized accounting systems, preferable QuickBooks
- Proven superior in generating financial reports

How to Apply:

- Your application (CV, CV cover letter, education qualification, Nationality ID or Passport and relevant documents) should be sent by e-mail only to **contact.basenet@gmail.com**
- Only short-listed candidates will be invited for interview as soon as possible through their CV-indicated emails and/or phone numbers.

