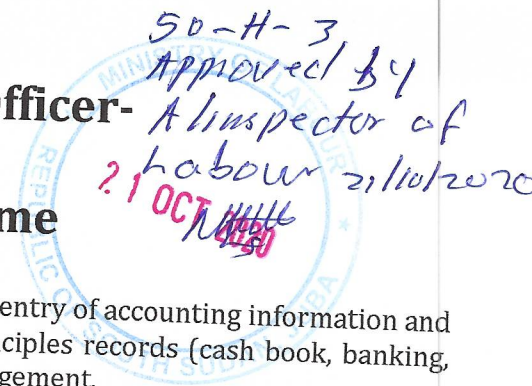


Job Advertisement

Relocatable Finance Officer- Renk

South Sudan Programme

50-H-3
Approved by
A Inspector of
Labour 21/10/2020
21 OCT 2020



Job Purpose: To ensure accurate and timely processing of payments, entry of accounting information and preparation of accounting as per generally accepted accounting principles records (cash book, banking, cheque disbursement and receipts) for good corporate financial management.

A. Key Responsibilities.

- Timely processing of payments journals and ensure that cash is reconciled to amounts on the journals held in Field Connect and Portfolio and on payment voucher processed
- Submit payment vouchers for approval, posting to the system and receipts are properly attached as evidence of acknowledgement by vendors/suppliers
- Correctly and properly reference and file payment vouchers with no duplications
- On daily, Weekly and Monthly do cash reconciliations for all safe accounts to ensure all payments reconciles with the ledger.
- Maintain adequate cash the office should not run out of cash at any time.
- Prepare yearly cash flow needs forecasts for the Renk, with input from the WASH, Health, Nutrition Project Managers and the Project Support Manager, then send to Finance in Juba, update monthly when additional input is received from the budget holders.
- In coordination with the HRO consolidate monthly payroll information and share with the payroll officer on a timely manner.
- Play active role in maintenance of internal controls by ensuring laid down procedures are followed and Zero tolerance to Fraud is adhered to.
- Audit recommendation affecting your area of responsibility are cleared within two months after issuance of audit report (both internal & external)
- On a weekly basis review the accounts to confirm expenses are coded to the right GL Account, Fund, Project, Sector, Locations and accounting principles are adhered to.
- Scan and save on the server quality and complete finance documents on a daily basis and monthly scans sent to Juba the 1st week of the month.
- Train and guide non-financial staff on financial matters
- Orientation of new staff in regards to finance department.

B. Person Specifications

Essential

- Degree in finance/accounting/ business administration
- At least one-year work experience in a similar position
- Professional certification e.g., CPA/ACCA II
- Fluency in both written and spoken English
- Competency in Windows operating software, Microsoft Packages especially good skills Excel.

Desirable

- A certified accountant
- Other IT skills are desirable and understanding of project/fund accounting software

Please submit your application comprising (1) a comprehensive CV that includes contact details, education and training background, work experience and 3 referees, and (2) a Cover letter detailing how you qualify for this position to: **Recruitment Human Resources Department Medair South Sudan - Theo Road, Hai Tong Ping** or e-mail: recruitment-sds@medair.org

Applications deadline: 10 November 2020. This position is only for South Sudanese national

Please note, the applications received will be reviewed on a rolling bases and the vacancy might be filled before the closing date.