

## Catholic Diocese of Malakal (CDoM)

### Vacancy announcement:

**Job opportunities: Finance Officer (1 position)**

**Location:** Malakal with frequent travel to the field sites

**Starting date:** ASAP

**Salary:** According to CDoM salary scale Depending on experience and qualification

**Contract Duration:** 12 months renewable depending on performance and funding availability.



### Caritas Catholic Diocese of Malakal

Caritas Catholic Diocese of Malakal is the humanitarian and development arm of the Catholic Diocese of Malakal. Caritas Catholic Diocese of Malakal works with poor and disadvantaged communities to overcome poverty and bring about sustainable development and well-being. It aims to protect lives and relieve suffering during emergencies and reduce the risks to vulnerable communities affected by conflict and/or natural disasters. CDoM is looking for a suitable qualified and experienced candidate to fill the position of Finance Officer.

#### Key Duties and Responsibilities: -

Under direction of Finance and Admin Coordinator the Finance Officer is responsible for:

- Maintain overview of programme finances, providing accurate and timely updates to Finance and Admin Coordinator.
- Monitor expenditure against the budget, on monthly basis, for all funding streams.
- Monitor and produce consolidated reports/updates for donor accounts, project account, operational activities budgets. Prepare and produce up to date monthly finance reports, Bank and Cash Reconciliations, and Transactions List)
- Update Finance and Admin Coordinator with the expenditure reports for each donor, and all type of costs, and recommend appropriate measures regarding variances
- Ensure proper cost classification as per chart of accounts and donor budget lines is maintained and reconciled on ongoing basis.
- Ensure that CDoM Financial standards, policies, and procedures are followed by programme staff.
- Support programme teams in preparation and reviewing of budgets, financial reports, and reviewing relevant audits;
- Implement financial policies to guarantee operational efficiency.
- Ensure full accountability through effective record keeping, making sure that proper filing is kept for accounting records, reporting, audit and future referencing. For instance; receipts for daily transactions.
- Ensure financial records are kept up to date with the latest transactions and charges by reconciling daily, monthly and yearly transactions
- Preparing balance sheets
- Processing invoices/ payments
- Contribute to financial audits.

- Monitor all bank deposits and payments.
- Perform periodic financial analysis to detect and resolve problems.
- Be a key point of contact for other departments on financial and accounting matters
- Support Finance and Admin Coordinator where applicable and project staff with projects and tasks when required
- Making sure that CDoM's procurement policies are followed for every payment.
- Perform any other tasks related to finance that may be necessary or assigned by the line manager

## QUALIFICATION/WORK EXPERIENCE & SKILLS

- Bachelor's degree in Finance, Accounting or relevant field.
- A minimum of 2 years' experience in a similar role.
- Knowledge of accounting software
- In-depth knowledge of financial regulations and accounting processes.
- Outstanding analytical and time management skills.
- Strong attention to detail.
- Excellent written and verbal communication skills.
- Excellent computer skills preferably in MS Excel
- Experience working with faith-based organizations and especially the Catholic Church or Catholic institutions. Good understanding of the Catholic Church system and knowledge of the Catholic Social Teaching.

### How to apply

Please indicate the position you are applying for in the subject in your cover letter. Interested applicants should send their application letter detailing how they meet the job requirements, including CV and contact details of three referees addressed to the following two email addresses:

[mathewpagan@gmail.com](mailto:mathewpagan@gmail.com)  
[Nmusiyazwiriyo@cafod.org.uk](mailto:Nmusiyazwiriyo@cafod.org.uk)

Alternatively, you can drop hard copies of your application at:

**A) Catholic Diocese of Malakal in the Office of the Bishop or the Vicar General in Malakal town.**

**B) Catholic Diocese of Malakal Offices in Juba town. The office is located next to Royal Palace Apartment in Hai Amarat, Juba.**

**C) All the Parishes of Catholic Diocese of Malakal**

**Closing date is 28<sup>th</sup> February 2020.**

Please note that recruitment will be done on a rolling basis and selected candidates may be invited for interviews even before the closing date.

