



Vacancy announcement

Malteser International, the worldwide relief agency of the Order of Malta for humanitarian aid, with over 100 projects annually some 25 countries throughout Africa, Asia and the Americas for people in need, regardless of their religion, origin or political affiliation. Its mission is to provide emergency relief as well as to implement rehabilitation measures and to facilitate the link between emergency relief and sustainable development. Christian values and the humanitarian principles of impartiality and independence form the basis of its work in the following areas: Relief, Reconstruction & Rehabilitation; Health & Nutrition; Water, Sanitation & Hygiene (WASH); Livelihood & Social Programs and Disaster Risk Reduction.

Malteser International has been working in South Sudan since 1996, implementing projects in WASH, Food Security and Livelihoods. Malteser International is an active recognized member of the Humanitarian community addressing the needs of the most vulnerable and affected population.

Malteser International is seeking for a young, motivated candidate to fill the position of **Senior Finance & Grants Officer** to be based in Juba Coordination office, under the supervision of the **Country Operations Coordinator**.

Job Title	: Senior Finance & Grants Officer (National Position).
Job Location	: Juba
Report to	: Country Operations Coordinator
No. of Position	: One (1)
Starting date	: As soon as possible
Deadline	: 16th February 2024

Overall Responsibility:

The Finance Officer is responsible for ensuring the smooth financial operations of the Programme Office in Juba, South Sudan, and works closely to provide support to the finance field team.

Key Tasks and duties:

Finance and Accounting (50%)

- ✓ Check and verify supplier invoices/expense receipts according to Malteser advance/payment regulations before actual payment is done by the Finance Officer in charge of payments. Verify PRFs/Pos for budget availability and any potential coding errors.
- ✓ Take on the responsibility of treasury management, prepare monthly funds request. Maintain overview over project funds at hand (petty cash, working advance, operational advance, bank balances, etc) at country office level and MI field locations.
- ✓ In coordination with all finance teams, prepare country monthly narrative report, finance input and share with programme responsible/MEAL Officer.



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- ✓ Should master MI chart of accounts, donor budget lines and be able to check and where necessary correct coding errors before payment is completed by responsible staff.
- ✓ In the absence of any finance staffs (field or country level), ensure accurate/timely payments and data entry in Malteser International accounting system – i.e. Fundtrac Light as stipulated in the finance guidelines, plus cooperate, and communicate with Regional Support Unit where necessary.
- ✓ Support timely annual, quarterly, and monthly accountancy closure. From time to time prepare liability list, update signature authorization, collect and file bank confirmation in case of renewed LoAs and all related documentations needed for annual closure.
- ✓ Support during audit by ensuring all documents for interim and/or final financial reports for donors and auditors are made available, including necessary expense list (as sampled by the Auditor) staff data, rental contracts, service contracts etc.
- ✓ Assist in preparation of staff salaries and benefits, ensure compliance to all statutory requirements related to payments, timely remittance of monthly taxes and using online system to print and archive tax certificates every 3 months.
- ✓ Assist in any further finance related task assigned by supervisor, take up delegated tasks during departmental staff absence/leaves.
- ✓ Must stay compliant and report immediately to line management and/or headquarters any irregularities on financial procedures, PSEA and any form of misconduct as stipulated in the MI code of conduct.

Grants Management (40%)

- ✓ In the absence of COC, work with Project Managers to prepare and share monthly Budget controls for all projects in Juba location. Contribute to the monthly operations report including partner budget analyses.
- ✓ In coordination with MI's Partner Administrator, carry out partner voucher verifications, the first review of financial reports/funds requests and related exercises.
- ✓ Provide partner capacity strengthening and act as focal person providing technical support to all partner related works within Juba and Yei Locations. Identify partner organization capacity gaps and provide support, produce capacity building plan jointly with the partner and MI Partner Administrator.
- ✓ Jointly with Partner Admin/finance team, guide and support adherence to MI and donor standard guidelines – e.g. record keeping, finance and procurement, in close coordination with the Country Operations Coordinator, report any suspicious activities to following available policies.
- ✓ Organizing partner's documents in SharePoint and make sure all relevant documents are uploaded by relevant MI staff.
- ✓ Support partners on HR, Logistics/Procurement and Admin related matters.

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- ✓ Any other duty relevant to Malteser International and partner projects as assigned and required by the Country Operations Coordinator.

Representation/Other responsibilities (10%)

- ✓ Maintain confidentiality towards third parties of all office (financial) procedures and data.
- ✓ Liaise with HQ regarding technical finance issues.
- ✓ Adhere and respect Malteser International guidelines and code of conduct.
- ✓ Participate in office work with colleagues as a good team player.
- ✓ Be an active role model towards population, by adhering to a healthy personal behavior and lifestyle.
- ✓ Maintain a “client-friendly” atmosphere, that is non-judgmental and supportive attitude towards colleagues and beneficiaries regardless of their background.
- ✓ Carry out all additional tasks in accordance with the Programme needs as requested by the COC.

Qualifications & Experience:

- ✚ Bachelor’s degree in business, Finance, Accounting, or related field.
- ✚ A minimum of 2-3 years of progressively responsible and previous work experience in finance or Accounting.
- ✚ Computer literacy with Strong computer skills particularly in (MS Office, Excel, Word and Accounting software).
- ✚ Able to work independently and with great integrity & honesty.
- ✚ Commitment to abide by MI SSD Financial policies and values.
- ✚ Ability to work as a team
- ✚ Excellent interpersonal skills.

How to apply:

- ✚ Interested qualified South Sudanese national who met the above requirements should submit their applications by email addressed to; mb.hr-southsudan@malteser-international.org
- ✚ Hard copies of application, CV, with relevant scan copies of certificates, salary expectation with three professional references can be dropped at the reception of:
Malteser International
South Sudan Coordination Office
Plot No. 246 Block 3k South, 2nd Class - Behind Indian Embassy, Tong Ping
Juba, South Sudan
- ✚ Please indicate the job title in the email subject line.



**Malteser
International**
Order of Malta Worldwide Relief

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- ✚ The deadline for application is on **February 16, 2024, at 4:00 p.m.**
- ✚ No phone calls.
- ✚ Only short-listed candidates will be notified for personal interview.

