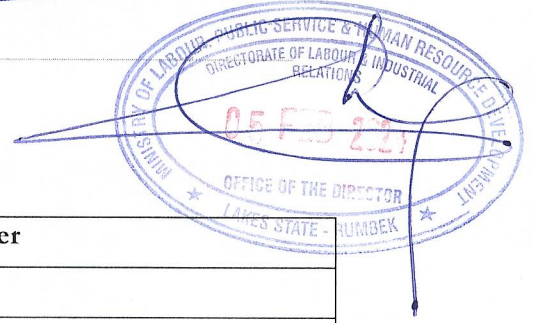




Near East Foundation

Approved

Job Description (JD)



Post Title:	Administration and Finance officer
Reporting to:	Senior Accountant
Duty Station:	Rumbek, Lakes State – South Sudan
Travel	None

The Near East Foundation (NEF) is a non-profit international development organization that has supported livelihoods recovery and community-based economic development in the Middle East, Africa, and Caucasus since 1915. NEF draws on local teams, experience, and partnerships in these regions to create community-led solutions to reduce poverty, create economic opportunity, and empower conflict and crisis-affected groups to improve their future outlook and wellbeing. Our programs are organized around three pillars: Inclusive Economic Development, Climate-resilient Development, and Stabilization and Peacebuilding.

Approved by RRC



Position Description:

The Administration and Finance Officer is a key member of the Near East Foundation team in the field office. The Administration and Finance Officer is responsible for all financial management in the field office. The Administration and Finance Officer will work closely with the Senior Accountant and the Area Coordinator.

The project delivers holistic and innovative business and employment services, complementary community development initiatives, and investments in essential services through partner community associations, cooperatives, and non-government organizations in addition to academic and private sector partners. The project strengthens those partnerships through targeted capacity building aimed at partner organizations and associated Master Trainers. The project is implemented in Lakes State

The Administration and Finance Officer will work in close cooperation and coordination with senior accountant, area coordinator and senior operations specialist.

Finance

- Maintain control of petty cash, ensure its sufficiency on monthly basis and reconcile weekly.
- Review all staff expense reports and advance requests to ensure compliance to NEF policies prior to payment.
- Verify filed office procurement processes by reviewing invoices for accuracy
- Ensure that appropriate procurement authorization and supporting documentation are attached and in accordance with NEF procurement procedures
- Support in the preparation of disbursement vouchers, ensure all the supporting documentation is attached and comply to NEF policies.





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Administrative

- Responsible for the management of overall field office operations.
- Ensure the office (and project site) environment is clean, organized, well-functioning and fully stocked with the necessary supplies.
- Responsible field office HR and Administrative functions
- Monitor changes and new developments in state tax laws, rules and regulations.
- Maintain audit proof accurate filing system both hard and digital through sage.

Logistics

- Ensure all logistical needs of the field office and project sites are assessed and reported to the relevant staff or to Juba office.
- Work closely with Juba Logistics on Purchase Requests and Purchase Orders and follow up accordingly
- Maintain NEF fixed assets inventory register for the field office assets.
- Ensure management of NEF storage facilities where available and ensure NEF standard store management procedures are strictly applied

Key Qualifications:

- University degree in financial management, accounting, business administration, economics, or any other related field.
- Minimum of 3 years of experience working with NGOs, other international agencies or multinational business preferably in Abyei;
- Proven ability to prioritize tasks and meet deadlines;
- Geographical and administrative knowledge;
- Excellent communication skills;
- Strong information technology skills;
- Fluent in written and spoken English and Arabic. Knowledge of local languages; Dinka will be an added advantage.
- Basic knowledge of livelihood-related interventions a plus.
- Experience in organizing and facilitating workshops.

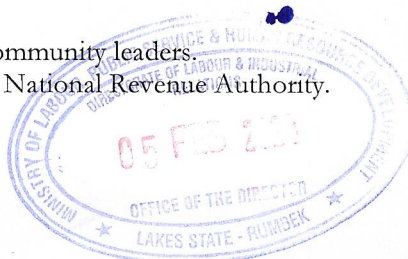
External and Internal work relations

Internal

- Area Coordinator, Senior Accountant, Senior Operation Specialist, Program Coordinator, Program Director.
- Senior Operations Specialist; operations, logistics, procurement, safety and security.
- Senior Finance Specialist; finance, grants disbursement, and

External

- Local authorities and community leaders.
- Ministry of finance and National Revenue Authority.





Near East Foundation

Approved by



To apply:

The closing date for submitting applications is **Friday, February 25, 2024.**

This position will be hired on a rolling basis. Interested candidates are encouraged to apply as soon as possible.

Please visit our website <https://www.near-east.org/careers/> to submit your application online.

Please apply by submitting the following documents in the English language:

1. Cover letter outlining relevant experience and availability
2. Curriculum Vitae
3. List of three references

Applicants are strongly encouraged to familiarize themselves with the Near East Foundation by visiting the NEF website at www.near-east.org.

The Near East Foundation promotes Equal Opportunities for all applicants seeking employment.

Please note only shortlisted candidates will be contacted.

Pre-employment Checks

Any Employment with the Near East Foundation will be subject to the following checks prior to start date:

- A satisfactory Restricted Party Screening.
- Receipt of satisfactory references.
- Proof of eligibility to work in the national location for this role.

Approved

