



## South Sudan Program



### JOB ADVERTISEMENT

**Post Title: Finance & Admin Officer**  
**Number of Vacancies: One (1)**  
**Duty Station: Torit, Eastern Equatoria State**  
**Reports to: Head of Area Office**

#### About BRAC South Sudan

BRAC South Sudan is legally registered with the government of the Republic of South Sudan as a branch of Stitching BRAC International. Since its inception in 2006, BRAC South Sudan has implemented various programs in education, youth empowerment, agriculture, food security and livelihoods, health, emergency response and microfinance. In 2017, BRAC South Sudan down-scaled its operations as a result of the heightened conflict that had made BRAC's programmatic operations extremely difficult. In 2019 BRAC South Sudan gradually re-opened operations in South Sudan with a programmatic focus on education, health, youth empowerment, agriculture and livelihoods, water and sanitation, and climate change. Currently BRAC South Sudan is actively working in the four states of Eastern Equatoria, Central Equatoria, Western Equatoria and Northern Bahr el Ghazal.

#### About Communities Rise (CoRISE) Program

This action aims for a holistic approach to gender equity development, through economic skills acquisition and market connection for women, development of men, boys, and community leaders as allies, and coordinated community advocacy towards gender equity. The overall objective of this action is to build increasingly supportive communities towards women's engagement in public life (social, economic, and political), featuring visible allied behavior of men, boys, and community leaders, and enabling increased women's engagement in public life, including a particular focus on economic activities. This project will be implemented in 50 select communities in Northern Bahr el Ghazal and Western Equatoria states, where more than half of the population is living in acute crisis, according to the latest Integrated Food Security Phase Classification.

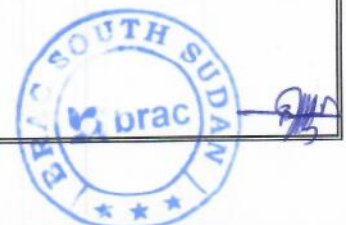
The urgent needs and the security situation of these areas originally led BRAC International to design a community-based education (CoBE) project in a number of states in South Sudan, including Western Equatoria and Northern Bahr el Ghazal. This EU-funded CoRISE project aims to catalyze supportive environments in 50 of these CoBE communities, where many girls and boys will be attending school for the first time. An underlying intent here is to set up supportive conditions for current and future young adult generations, particularly girls and women, and augment the sustainability of both CoRISE and CoBE.

#### Job Summary

To provide day to day financial management of field office accounts, including cash and bank transactions, record keeping and procurement, for a smooth implementation of the project

#### Main Responsibility of the role

1. Ensure smooth running of cash & banking transaction



2. Maintain & preserve bank ledger and Cheque register
  3. Update, preserve and maintain daily project wise Cash book and General ledger
  4. Verify Bill Vouchers, coding, taking approval and ensure project wise bill voucher preservation
  5. Prepare Cash Requisition, Cash Certificate and Bank Reconciliation.
  6. Prepare project wise Bill voucher posting in the radar software as per chart of accounts and monthly accounts.
  7. Submit monthly accounts to country office on time with necessary supporting and radar data backup
  8. Update project wise stock book, Assets Register, depreciation register, and ensure the identification number on the fixed assets
  9. Maintain Staff Salary register, Leave Register, Advance payment register, rent register, and related all necessary files preservation
  10. To ensure proper procurement of office supplies and utilities
  11. Ensure Hotel Booking /flights and organise for logistics during trainings and workshops
- To prepare and preserve all financial correspondence and respective documents

Required Qualifications/Person Specifications (Experience, Knowledge and skills)

*Experience, and knowledge*

- Degree in Accounting, Commerce or Finance from a reputable University
- Professional qualification (ACCA, CPA) is an added advantage.
- Minimum of 3 years of accounting experience preferably with an International NGO
- Very good knowledge of MS Excel knowledge
- Effective communication, problem solving and decision making skills.
- Ability to work under pressure.
- minimal supervision

*Skills and Competencies*

- Excellent communication skills
- Personal commitment, drive for results, efficiency and flexibility
- Commitment to the organizational vision, mission and values

**Application Instructions:**

Interested candidates who meet the above conditions should forward their CV and covering letter (which should include the contact details for at least two professional references from previous employers to. **The Head of Area Office BRAC South Sudan, Torit Field Office. Plot 8, Hai Gonyo Torit Town or Send through [jubahr-ssd@brac.net](mailto:jubahr-ssd@brac.net) . Deadline is September 22, 2021 by 5pm Juba Time**

**Application documents once received will not be returned to applicants.** Applicants are advised not to include any original documents in their application. BRAC South Sudan Program Office will not be held responsible for the loss of such documents.

**Applications received later than the deadline will not be short-listed. Only short-listed candidates will be contacted. Due to the urgency of this vacancy announcement, BRAC South Sudan International reserves the right to fill this position prior to the closing date**



*[Handwritten signature]*

**Safeguarding**

BRAC’s mandate is to safeguard its people (staff, volunteers, participants, and partner) and the people of communities it serves against abuse, that is, against sexual harassment, humiliation, bullying, discrimination, intimidation and violence, neglect and exploitation. This principle, and related BRAC policies and procedures, forms an integral part of the contract and thus the volunteer and BRAC shall ensure that children and adults at risk are safeguarded from any form of abuse or exploitation including physical, financial, psychological and sexual abuse, neglect, discriminatory abuse or self-harm, inhuman, or degrading treatment however arising.

BRAC International is an equal opportunity and affirmative action employer. BRAC International prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, age, national origin, disability status, protected veteran status, or any International

*This is Non Re-locatable Position and Female candidates are highly encourage to apply. BRAC does not charge any fee for recruitment*

