



JOB VACANCY - Re advertisement - EXTERNAL

Vacancy NO. 29-Renk-Fin-Off- 2023 - 01- 23-N

Job Title: Finance Officer (1 Post)
Location: Renk County
Duration: 10 Months with possible extension, depending on availability of funding
Reports to: Roving Finance Coordinator
Start Date: ASAP
Eligibility: South Sudanese National only

About RI: Relief International is a leading nonprofit organization working in 20 countries to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises and chronic poverty. Relief International combines humanitarian and development approaches to provide immediate services while laying the groundwork for long-term impact. Our signature approach — which we call the RI Way—emphasizes local participation, an integration of services, strategic partnerships, and a focus on civic skills. In this way, we empower communities to find, design and implement the solutions that work best for them.

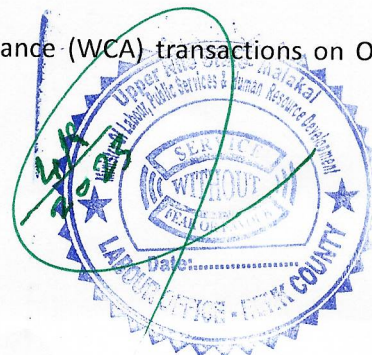
RI believes that gender equality is a basic right for all people, and it is critical to directly address gender-based discrimination and promote gender equality in order to ensure sustainable development.

Position summary:

Working under the supervision and guidance of the Roving Finance Coordinator, the Finance Officer will ensure timely and quality delivery of finance services to its daily clients with integrity and Professionalism

SPECIFIC JOB DUTIES AND RESPONSIBILITIES:

- Make all payments in accordance with RI finance procedures and finance checklist:- Review supporting documents for each payment to ensure completeness before payment is done and prepare payments vouchers for every payment.
- Make sure that expenditures have been verified with the correct coding, approval (as per the Approval Matrix) before payment is processed.
- To correct the comments of the financial documents after the review of the Roving Finance Coordinator in a timely manner.
- Daily capturing of Petty Cash, and Working Cash Advance (WCA) transactions on Offline



Spreadsheet and reconcile with the Petty Cash & WCA register balances and verify the balances with the actual physical balances on daily, weekly and monthly basis.

- To share the Petty Cash and Working cash Advance transactions recorded on the Offline Spreadsheet for review on weekly basis, that is every Friday of the week.
- Receive funds in accordance with finance procedures:
- Prepare supporting documents for each instalment to ensure completeness of documents before receipt vouchers are signed.
- To follow up Staff with the Outstanding WCA and ensure the WCA has been settled by the staff within 7 working days once returned from the mission.
- To review the monthly documents and ensure that they are complete according to the Finance Checklist before sending to JUBA Office.
- To ensure that the complete documents of the month have been sent to JUBA Office on or before 10th of the new month.
- Take a support role during internal and external audits of the field Operations and availing the necessary documents and also implement all the recommendations concerning finance.
- Plan and organize weekly and monthly cash counts and file signed records in cash count file.
- Comply with all relevant RI policies and procedures with respect to Child protection, health and safety, security, equal opportunities and other relevant policies.
- Ensure the effective and efficient use of all RI resources in order to keep costs low and ensure the security of staff. This includes spot checks and inventories as appropriate, as well as annual stock take procedures.
- To perform any other work/job as assigned by the Roving Finance Coordinator/Finance Manager/Coordinator/Area Manager.

Confidentiality

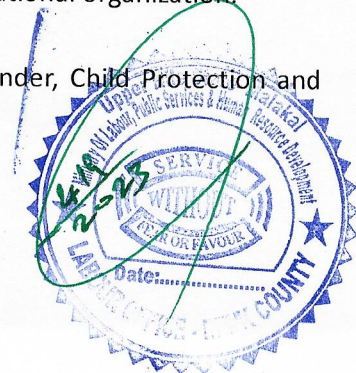
- Ensuring the non-disclosure of any information whatsoever relating to the practices and business of RI acquired in the course of duty, to any other person or organization without authority, except in the normal execution of duty.
- Protect patient and beneficiary information.

Note:

- The role of the **Finance Officer** cannot be limited to the specific duties and tasks detailed herein. The success of the RI's humanitarian mission is the highest priority and all issues, which arise, must be addressed accordingly. Therefore, the **Finance Officer** will be required to support in unforeseen issues and circumstances and remain flexible to perform other duties, as and when required by supervisor.

Qualification and Minimum Requirements:

- At least Diploma in Business Administration with background in Finance.
- Should have experience of at least 4 years in Finance with International organization.
- Should be able to work under minimal supervision.
- Should be able to promote RI Vision and mission including Gender, Child Protection and



PSEA.

- Should have the knowledge to work with MS-Excel, MS-Word and MS-PowerPoint.
- Should have the knowledge how use laptop, printer, and scanner

Applicant must not be person who has bad record or has been convicted of Sexual Exploitation and Abuse (PSEA), Sexual Harassment and Child abuse cases.

We would like to share Relief International's values with you:

We uphold the Humanitarian Principles: humanity, neutrality, impartiality, and operational independence. We affirmatively engage the most vulnerable communities. We value:

- Inclusiveness
- Transparency and Accountability
- Agility and Innovation
- Collaboration
- Sustainability

APPLICATION SUBMISSION CRITERIA

HOW TO APPLY:

Aspiring potential interested applicants should submit motivational letter, CV and copies of academic documents in a sealed envelope clearly marked **29 – Renk-Fin-Off - 2023-01-23 - N** to CHD office in **Renk** Or by Email to; **recruitments@ri.org**

Because this position is urgently needed to be fill, short listing shall be conducted before the deadline/as applications are being received

Deadline: September 11, 2023, 4:30 pm SSD local time

- Only shortlisted applicants will be contacted for interviews.
- Document once submitted will remain the property of Relief International, so do not enclose Original document while submitting your application.
- Due to urgency of the position selection will be done simultaneously before the deadline.

