

Oxfam

External – Internal Advert

OXFAM

OXFAM IN SOUTH SUDAN

P.O. BOX 239 - JUBA NA BARI AREA

Oxfam is a global movement of people working together to end the injustice of poverty.

That means we tackle the inequality that keeps people poor. Together we save, protect and rebuild lives. When disaster strikes, we help people build better lives for themselves, and for others. We take on issues like saving lives, governance and peace building, education, land rights and discrimination against women. And we won't stop until every person on the planet can enjoy life free from poverty.

We are an international confederation of 19 organizations (affiliates) working together with partners and local communities in the areas of humanitarian, development and campaigning, in more than 90 countries.

All our work is led by three core values: Empowerment, Accountability, Inclusiveness. To read more about our values please click [here](#)

The Role

Oxfam has been working in South Sudan since 1983. Our Programmatic Strategy concentrates on saving lives, Resilient Livelihoods, Advancing Gender Justice and Good Governance and Active Citizenship through a full spectrum platform that includes humanitarian response, recovery and resilience, long term development and policy and advocacy. Oxfam currently operates via seven area field offices in South Sudan. (It also works in partnership with several national organisations and community groups.

Position: Finance Assistant
Location: Juba- South Sudan
Grade & Level: E Zone 1 National
Contract Type: Fixed Term
Number of posts: 01

Key Responsibilities:

Cash and bank Management

- Prepare bank reconciliation statements
- Process and issue cheque and cash, petty cash payment for all accounts due and issue receipts
- Ensure petty cash top up is done at appropriate levels in consultations with finance officer
- Ensure petty cash requests are properly supported and authorized.
- Deal with daily petty cash transactions and ensure that reconciliations are completed on daily basis
- Receipt all income received and bank the same immediately.

Payment and invoice Management

- Prepare supplier account reconciliations
- To receive and process all invoices, expense forms and requests for payments
- Issue floats and expense reimbursements to staff and track for accountability

Oxfam in South Sudan

The future is Equal

<https://africa.oxfam.org/>



Expenditure Coding & Upload of Journals

- Update fixed assets register, prepare and upload the depreciation journals on monthly basis
- Prepare cashbook and bank journals for all payments made in a timely manner
- Ensure all expenses are properly coded before uploading

SKILLS AND COMPETENCE:

Skills

- CPA II or equivalent professional accounting qualification
 - Competent in the use of computers especially spreadsheets (Excel), accounting packages and word processing preferably Word. Competent in the use of email packages.
 - Ability to manage competing tasks; ability to prioritise and produce high level output consistently.
 - Excellent interpersonal skills; ability to work on their own and within various teams.
 - Good communication skills.
- Critical awareness of gender equity principles and commitment and interest to developing these within Oxfam

Knowledge

- Knowledge of multiple donor funding regulations.
- Good knowledge of financial systems.
- Good written and spoken English.

Experience

- Minimum 1 years proven relevant and progressive work experience preferably with INGO.
- Excellent analytical skills particularly from the point of view of cost-effective financial management.
- Multi-tasking and higher efficiency, Attention to details.
- Proven experience of management of suppliers / contracts and financial systems.
- Initiative needs and ability to follow up on issues.
- Flexibility under pressure and in response to changing.

NB: Female candidates are strongly encouraged to apply and applications will be reviewed upon receipt.

Only shortlisted candidate will be contacted.

Deadline for submission of applications is 11th July 2024. Interested Applicants should send soft copies of their CVs and Cover letters to Hrsouthsudan@oxfam.org.uk or drop hard copies of their applications to our Juba Office Opposite Goshene Supermarket.

Oxfam is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment.

We will do everything possible to ensure that only those that are suitable to work within our values are recruited to work for us.

This post is subject to a range of vetting checks.

