

Position type: Finance Assistant

Number of Position: One

Duty Station: : Magwi

Contract type: Fixed term with possibility of extension depend on funding & performance

Report to: Project Manager

Employment start date: May 2020

Advert Closing Deadline: 16th April 2020

JOB ROLE:

Implementation of financial related activities and maintaining accounting records, in accordance with established LWF South Sudan guidelines and procedures.

BACKGROUND:

The Lutheran World Federation/World Service (LWF/WS), South Sudan Programme strives to provide humanitarian assistance (emergency/relief, rehabilitation and development work) vulnerable communities to enable them meet their basic human rights in line with its vision and mission statements

KEY RESPONSIBILITIES:

- Maintains up to date accounting records for all financial transactions and an orderly filing system for all accounts and finance correspondence;
- Makes a proper record of cash received and paid out through the evidence of receipts and payment vouchers which are duly authorized by the Project Manager
- Prepares cash payment batches daily, and ensures that vouchers are presented to the Project Manager, for endorsement after ascertaining that the claims are correct, with all properly authorized supporting documents;
- Prepares bank reconciliation
- Writes payment vouchers and ensures they are duly signed/endorsed prior to payment, while maintaining an accurate voucher register and records;
- Manages the office cash float by advising the Project Manager on the need for cash withdrawals;
- Performing a daily close-of-business cash count reconciled to the cashbook;

- Ensuring that cash-at-hand corresponds with cashbook balance;
- Ensuring that the daily cash balance form is verified and endorsed by the Project Manager;
- Undertaking safe custody of the cashbox keys at all times; and
- Maintains hard copy files of all accounting vouchers for cash transactions;
- Processes the monthly staff payroll journal and ensures that all authorized and statutory deductions and remitted according to LWF policies;
- Reviews on a monthly basis all debit notes/invoices raised but not yet paid and produces a report of all outstanding amounts and undertakes follow-up as directed by the Project Manger
- Compiles a monthly summary/analysis of staff timesheets to allow the Project Manager to produce the monthly journal of staff recharges to projects; and prepare monthly financial reports
- Perform any other relevant duties that may be assigned from time to time by the Project Manager or his/her designate.

Qualification and Experience

- Diploma in Accounting/University Degree in B com (Accounting), BBA (Accounting)
- Practical experience in use of ACCPAC Accounting Systems an advantage
- 2 years' experience in Accounting

Application Process:

All applicants must send their application letter and updated CV and supportive documents attached in English to lwfssdrecruitment@gmail.com. Hand delivered applications must be registered at the reception and deposited in clearly marked tender or application boxes at LWF offices in Magwi. Women are highly encouraged to apply; only shortlisted candidates will be called for interview.

Child Safeguarding:

LWF is a child safe organization and is fully committed to promoting the realization of children's rights including the right to protection from violence and abuse. We therefore, have particular responsibilities to children we work and come into contact with to keep them safe from any harm or risk. In line with LWF policy, any appointment is contingent on thorough criminal record checks.

