



### External Advert

Oxfam GB is an international non-governmental organisation with a mission of working with others to alleviate poverty, suffering and distress. Oxfam GB 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 eleven area offices in nine states (Upper Nile, Unity, Jonglei, Lakes, Eastern Equatoria, Central Equatoria, Western Equatoria and Western Bahr-el Ghazal, and Northern Bahr el Ghazal.

**Position: Finance Assistant**  
**Location: Lankien, South Sudan**  
**Grade & Level: E1**  
**Contract Type: Fixed Term**  
**Number of post: 1**

### **DIMENSIONS**

- Managing/ supervising resources within defined boundaries, which may include people, assets (petty cash).
- Providing support to the Finance Officer on areas of work covered within the finance unit.
- Provide support for and implements operational plans to agreed standards.
- Assists with the development of solutions to diverse and complex problems and develops solutions to more routine problems.
- Applies operational information received in a variety of formats primarily from internal sources.
- Flexibility to anticipate and resolve challenges within the finance department
- Impact of this role is significant within the finance department and could have some impact programme-wide.
- Influence and contribute to functional / operational finance planning.





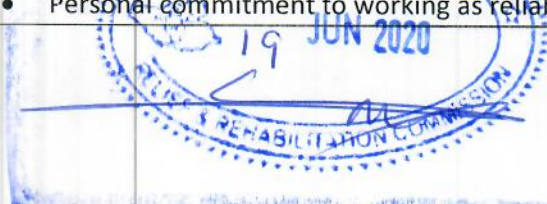
### **Duties / Responsibilities:**

To support the Finance officer to ensure the office maintains a high standard of accounting and financial control. The nature of this job demands rigorous and careful attention to routine systems and procedures, good inter-personal skills and complete integrity always.

- To work closely with the finance officer to provide quality financial information and maintain accounting records.
- Prepare payments after ensuring that all payments are thoroughly checked and have adequate supporting documentation attached together with payment vouchers are raised and appropriately approved.
- Handle queries by service providers relating to payments. Reconciliation of supplier accounts that have queries.
- Ensure petty cash payments are paid against adequate and accurate supporting documentation, duly approved and as per days and times in the SDX Cash policy
- Ensure a complete and accurate record of all petty cash transactions is always maintained; and that requests for replenishment are made in a timely manner as required.
- Receipt all monies received and ensure timely banking
- Update cash and bankbooks on a weekly basis and upload load them into People Soft (Internet based accounting software) as per agreed business cycle
- Prepare reconciliations on a weekly basis.
- Maintain the finance files and ensure that documents are filed correctly and in a timely manner.
- Assist Finance officer in monitoring and maintenance of Balance Sheet Accounts. Maintain monthly schedules for staff floats, loans and advances. For staff floats liaise with staff members to ensure surrendered in a timely manner or recovered from payroll.
- Ensure that financial documents are scanned, photocopied and submitted to the in a timely manner when needed by the finance officer.
- Any other tasks that may be assigned from time to time.

### **SKILLS AND COMPETENCE:**

- Atleast a degree or diploma in Business Administration or Commerce specializing in Accounting and Finance from recognized university and CPA will be another added advantage.
- Minimum of 2-3 years working experience in accounts, with thorough knowledge of book keeping in busy NGO
- Excellent writing, communication and interpersonal skills and fluency in English
- Competency in numeric and ability to manage budgets
- High level of computer literacy with proficiency in the use of computerized accounting system
- Commitment to Oxfam's philosophy, aims and policies (especially gender relations)
- Self-confidence, maturity & ability to co-operate with a wide variety of people
- Availability to work on own initiative & under pressure and to meet deadlines
- Personal commitment to working as reliable, honest & trustworthy member of a team





- Enthusiasm for good working practices and ability to analyze and improve systems
- Ability to work effectively in a culturally diverse organization
- Able to cope with difficult conditions

We are committed to ensuring diversity and gender equality within our organization. Only short-listed candidate will be contacted.

Deadline for submission of applications is 30 JUNE 2020. Interested Applicants should send soft copies of their CVs and Cover letters to [Hrsouthsudan@oxfam.org.uk](mailto:Hrsouthsudan@oxfam.org.uk) or drop hard copies of their CVs to Oxfam Office in Juba or Lankien base.

**NB:** This position is open to south Sudanese Nationals Only, and **women** are strongly encouraged to apply.

**Oxfam is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people, adults and beneficiaries with whom Oxfam GB engages. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.**

*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. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. 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 screening checks.*

**Note:** All offers of employment will be subject to satisfactory references and may be subject to appropriate screening checks, which can include criminal records and terrorism finance checks.

**CVs and Applications are not returnable once submitted and due to the urgency of the position Applications will be reviewed on daily basis**

