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Approved by Senior Inspectors
MOL/RSST,
17 JUN 2022
17/06/2022

JOB OPPORTUNITY

Amref Health Africa is the largest international health development organization based in Africa. With headquarters in Kenya, Amref Health Africa has offices in Ethiopia, Uganda, South Sudan, Kenya, Tanzania, Southern Africa and Western Africa providing services to over 30 countries. Working with and through African communities, health systems and governments, Amref Health Africa aims to close the gap that prevents people from accessing their basic right to health. Amref Health Africa is committed to improving the health of people in Africa by increasing sustainable health access to communities in Africa through solutions in human resources for health, health service delivery, and investments in health. Our Vision is **Lasting Health Change in Africa**. For more on Amref Health Africa please visit www.amref.org

Amref Health Africa in South Sudan is seeking to hire **Qualified, Competent, and Vibrant South Sudan Nationals** to fill the following position.

Finance Assistant (1 Position) - Ref. No. FA/003/2022

Location: Juba.

Purpose of Job:

To provide management accounting and financial support to designated projects in line with Amref's financial policies and procedures and donor grant management.

Key Responsibilities:

Payables & payment processing

- Timely processing, and coding of expenditure (claims, imprests, surrenders, field office returns and purchase requisitions) and internal recoveries in accordance with approved work plans and budgets
- Input of Financial Data into the Financial Systems and reconciling relevant accounts in the ledger by passing relevant adjusting journals as may be required
- Timely reconciliation of payables and creditors' ledgers
- Preparation of financial documents for completeness, reasonableness and accuracy in line with budgets and organisational policies i.e. claims, imprests, surrenders, etc.

Taxation & statutory duties

- Support the preparation of files and supporting documents required for filing statutory returns. These include WHT, PIT, NSSF and others as per the Laws in South Sudan.

Debtors

- Timely reconciliation and settlements of country office receivable and staff debtors' ledgers
- Timely reconciliation of Interledger accounts

Budgeting and monitoring of Budgets

- Assist in the development of Proposal Budgets and annual Budgets in liaison with the project Managers
- Assist in the preparation of Annual Operational Budgets and work plans for the Programme in liaison with Managers
- Review of monthly income and expenditure statements with project Officers/Managers to monitor the budget performances

Financial Reporting



- Assist in preparation of the Financial Reports for Donors and Management
- Assist in preparation of the Financial Reports for Management
- Assist in preparation of call down requests as specified in the respective grant agreements and other internal financial reports.

Financial Audits

- Participate in internal audits and in external audits by providing auditors with accounting documents as requested and providing explanations for audit queries.

Ledger Management

- Support generation and submission of journals as guided by the team

Required Qualifications

Education

- A degree in Accounting or Finance; and
- Partial Accounting professional qualification.
- Computer training/Knowledge (Ms Office packages)

Experience

- Minimum of One-year experience

Skills & Competences

- Strong Analytical skills blended with problem solving attitude
- Good Communication skills - ability to present and report findings verbally and in writing
- Good interpersonal skills and team spirit,
- Proactive, Enthusiastic to learn
- High level of self-discipline and integrity
- High Quality work within tight deadline
- Attention to detail and diligent
- Ability to travel to field locations

Languages

- For the position advertised, fluency in English (both oral and written) is required. Knowledge of Arabic is desirable.
- Qualified and experienced female candidates are highly encouraged to apply.

How to Apply

Please visit our website <https://amref.org/vacancies/> to submit your application. You will be directed to our online portal where you will need to create an account in order for you to be able to submit your application. Your application should include an updated CV including three work related referees and a cover letter addressed to the Human Resource Business Partner, Amref Health Africa.

The closing date for submitting applications is **June 30, 2022**.

The position will be hired on a rolling basis.

Amref Health Africa is committed to the principles of safeguarding at the workplace and does not tolerate any form of abuse, discrimination or harassment.

Duly note that Amref Health Africa does not require applicants to pay any money at whatever stage of the recruitment and selection process and has not retained any agent in

