



## **Advertisement For Cashier, Based In Pochalla**

Norwegian People's Aid (NPA) South Sudan is an International Non-Governmental Organization involved in humanitarian, relief and long-term development cooperation in South Sudan.

NPA has worked in South Sudan since 1986 and currently runs three programmes: Civil Society Development, Rural Development, and Emergency Response.

NPA is currently implementing Emergency intervention of General Food Distribution (GFD) and Blanket Supplementary Feeding Program (BSFP) and wishes to recruit a highly competent, proactive and self-driven individual (South Sudanese), for the position of **Cashier** based in Pochalla.

The contract for this position is Definite Contract with possibility of extension based on funding and satisfactory performance. The salary for this position is Grade 3 Step 1, NPA Salary Scale.

### **Purpose of the Position:**

To efficiently and carefully handle cash, making approved payments by both cash and cheques in line with NPA financial guidelines and policy.

Maintains cash books and ensures that all payments and receipts are made and recorded in accordance to the NPA financial guidelines. In addition, the position is responsible for taking initiatives to ensure that funds are used in the best possible way by enforcing adherence and compliance with NPA global and country programme internal control procedures by staff in the course of undertaking their duties.

### **Duties and Responsibilities:**

- Careful and efficient handling of cash and all cash instruments at the Field office.
- Maintaining and keeping up to date on daily basis the imprest cash book and cheque payment ledgers.
- Checks and confirms that all Voucher Forms and other requests for payments are fully and appropriately supported and coded before paying out cash and or writing out the cheques for payments.
- Preparation of cash and cheque payments and ensuring that cash and cheque recipients acknowledge receipts of cash and where demanded, a receipt is obtained and attached to the payment documents.
- Receiving refunds and balance from advances given to staff and other third parties and ensuring that receipt are timely issued for all cash refunds received.
- Ensuring that all approved payments are timely made and payment documents are properly compiled and passed on for posting to Agresso promptly.
- Whenever requested by the Field Office Accountant and Finance Manager, will contribute towards posting of transactions in Agresso in conjunction with the Field Office Accountant.
- Assist the Treasurer in overseeing and ensuring the efficient and effective operations of the different bank accounts by promptly collecting bank statements at such intervals as may be required (where applicable).

- Conducts weekly cash reconciliations and performs mandatory end of month cash count in addition to being available for unannounced cash counts as required under the NPA cash management policy and procedures.
- In close collaboration with the Archivist, provides support to transaction documents retrieval for audits and other review purposes.

### **Desired Qualifications/Skills/Experience:**

- Minimum, Certificate in Business Studies, Accounting or Business Administration from a recognised institution. Possession of a Diploma and or Degree is an added advantage.
- Minimum of two years of relevant working experience, preferably with International NGOs, with good understanding of GAAP related to cash management.
- Good financial management skills with knowledge of computer Accounting Packages and good understanding of government policies.
- The job holder has discretionary decisions over the technical delivery and performance of the job tasks
- Ability to exercise conscience and non-tolerance to corruption and discrimination.

### **Personal Competencies:**

- Self-motivated with demonstrated ability to work under minimal supervision, generates relevant financial data and information and meets set deadlines with good integrity.
- Team player with good interpersonal/communication, documentation, and facilitation skills and the ability to work under minimum supervision.
- Computer literacy and fluency in English are a **MUST**.
- Ability to maintenance of personal, professional development and competencies on financial issues.
- Ability to adhere to NPA core values and code of conduct and Security Guidelines.
- Willingness to perform other duties as requested by the supervisor from time to time.
- The Cashier is to abide by the policies and personal code of conduct set by the Norwegian People's Aid (NPA) and represents the organisation in a loyal and responsible manner.

**NPA South Sudan is an equal opportunity employer. In making employment decisions it does not discriminate on the basis of gender, ethnicity, religion or political affiliation.**

Qualified Women are highly encouraged to apply.

Application and CV/resume with active contacts and three professional referees and copies of academic transcripts should be submitted to: [recruitment-rss@npaid.org](mailto:recruitment-rss@npaid.org)

Hard copy application and CV/Resume can also be delivered to the NPA South Sudan Head Office, Martyrs Street (opposite UNICEF) Juba, or to NPA Pochalla Office.

**Applications submitted after 12:00 noon on Monday 6<sup>th</sup> April 2020, will not be considered.**

NB: Submitted copies of academic transcripts will NOT be returned to the applicant.