



VWB Canada- UAP-Equatoria Tower, Hai Neem, Malakia-Juba Road, Juba- South Sudan

JOB ADVERTISEMENT – FINANCE AND ADMINISTRATION ASSISTANT

ABOUT VSF CANADA

Veterinarians without Borders/ Vétérinaires sans frontières – (VWB/VSF Canada) is a charitable, international humanitarian organization, founded in 2005, whose mission is to work for, and with, those in need to foster the health of animals, people, and the environments that sustain us. VWB engages in activities around the world related to the health of farm animals, urban domestic animals, and wildlife, as well as public and ecosystem health. See www.vwb.org for more details.

VWB/VSF Canada is seeking to recruit a qualified and well-experienced Finance and Admin Assistant. The Finance and Admin Assistant will work closely with the Country Director and Program Manager. The Finance and Admin Assistant will support operational functions and provides related administrative support, resulting in a well-functioning, compliant environment for staff, vendors, beneficiaries, and partners. This position requires strong organization, multi-tasking, creative problem-solving, personal initiative, and working well in a distributed, multicultural, fast-paced environment.

ABOUT THE JOB

Position Title: Finance and Administration Assistant

Number of Positions: 1

Duty Location: Juba

Reporting to: The Finance Officer/ Country Program Manager

Term: Full-time, 10 Months (3 Months' Probation) Renewable depending on performance and funding.



JOB SUMMARY

Perform the day-to-day processing of financial transactions and bookkeeping of Juba Office including month-end and year end closing (in accounting software e.g. QuickBooks) in liaison with HQ Finance Director to ensure that finances are maintained in an effective, up to date and accurate manner.

He/She will be based in **Juba** but with frequent visits to the field offices. The incumbent will work in collaboration with other staff, local authorities, the Program Manager, and the Country Director. The position will be supervised by the Country Director/Program Manager with administrative and technical support from the HQ-based Head of Program- Finance.

Key Duties and Responsibilities

Financial Operations:

- Coordinate preparation of annual budget (operational and capital) of VWB SS Office and annual projections/forecast in coordination with CD, Program Manager and HQ Finance Director.
- Monthly review of VWB SS forecast and prepare rollover cashflow
- In conjunction with the Program manager, monitoring and controlling of expenditure on the core costs budgets to ensure that it stays within available funding and agreed budgets using budget monitoring tools and highlight, as appropriate, under/overspends and agree actions required.
- Ensure all financial transactions are recorded in financial system in a timely manner.




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- Receive and verify invoices and PO/requisitions for goods & services and ensure transactions comply with financial policies and procedures
- Prepare Payment Vouchers/Request and process payment including coding payment documents to ensure that they are correctly charged to proper budget lines.
- Ensure ongoing maintenance of general ledger, sub-ledgers and Trail balances of SS corporate office and its projects
- Liaise with external auditors and bank
- Co-sign cheques and EFT at SS Office
- Reconcile accounts monthly (Banks, Credits cards, Petty cash etc.)
- Produce timely (by 15th of following month) the financial statements (Income Statement, Balance Sheet, Rollover cashflow – monthly) and annually, ad hoc) as required in liaison with CD and Program Manager
- Lead preparation of Financial Report and supporting documents to donors for submission on time.
- Assist with day-to-day accounting transactions.
- Maintain financial records, agreements, and other documents.
- Process invoices and payments.
- Prepare and reconcile financial reports.
- Assist with budget preparation and monitoring.
- Ensure compliance with financial policies and regulations.


Administrative Duties

Provide administrative support in order to ensure effective and efficient office operations

- Prepare purchase orders/ payment request/ monthly payroll for approval.
- Monitor and maintain fixed assets schedule and inventory to ensure adequate supplies of office stationery and supplies.
- Prepare travel and accommodation bookings and travel advances for staff.
- Review and verify travel claim for settlement.
- Ensure financial records/document, contracts and supporting documents are properly filed/documentated (electronic and paper-based) coordinating authorization as per operating process of the organization.
- Ensure the confidentiality and security of all financial and employee files.
- Enforce VWB/VSF and Donor timesheet policy together with the Programme Manager
- Manage and organize office files and records.
- Support communication for the office.
- Manage and maintain office equipment and supplies.
- Support procurement processes.
- Maintain and update employee records, including HRIS (Human Resources Information Systems).
- Organize and manage employee files, ensuring accuracy and confidentiality.
- Prepare and process HR documents, such as employment contracts and onboarding materials.
- Assist with payroll processing and documentation.
- Manage and coordinate schedules for the HR department, including meetings and events.
- Respond to employee inquiries and direct them to the appropriate resources.
- Assist with benefits administration and enrollment.





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Perform other related duties as required

- Support audits and reconciliations.
- Track project expenditures.
- Prepare requisition requests.
- Create vouchers and payments.
- Manage and maintain petty cash.
- Monitor balances/status of employees' cash advances.
- Monitor timely liquidations of staff cash advances.
- Facilitate bank transaction needs of the program.
- Ensures compliance with purchasing procedures and implements corrective measures.
- Ensures periodic controls of the program's equipment and IT tools.

Job Requirement

Qualifications, Experience & Skills required.

- Minimum 5 years of previous experience in Finance and Administration, with at least 3 years as a Finance Officer with International Non-Governmental Organization.
- Education up to a bachelor's degree in Finance and or Accounting, Business Administration, or Economics is necessary and preferred to a master's level in a related subject.
- Prior experiences with **QuickBooks Online** (computerized accounting) would be an asset.
- Good understanding of donor rules and regulations and implementation of strong compliance and control framework.
- Strong experience liaising with governmental/local authorities and NGOs.
- Audit experience and excellent attention to detail are essential.
- Proven strong budgetary control and financial management skills.
- Clean, trustworthy, planner, and active member.
- High Communication Skills and Representation.
- High experience and familiarity with South Sudan Labour law.
- Advanced level in English and Arabic.



How to apply:

To apply, submit a cover letter and detailed resume **clearly explaining how your skills and experience meet the expectations of the position description and academic certificates**. Please submit your application to ssrecruitment@vwb.org

Application closes: April 18, 2025. Apply as soon as you see this. Shortlisting will be on a rolling basis and position may be filled before the deadline.

Please write "**Finance and Administration Assistant**" in the **subject line of the email**.

VWB/VSF is committed to diversity and inclusion within its workforce and encourages qualified female and male candidates from all religious and ethnic backgrounds, including persons living with disabilities, to apply to join our organization.

NB: This Position is only for South Sudanese Nationals.

