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Light for the World is an international disability and development organisation whose vision is an inclusive society where no one is left behind. We enable crucial eye health services and help empower people with disabilities in some of the poorest regions of the world.

Our programs include:

- Eyesight – preventing blindness and promoting eye health for all
- Education – ensuring children with disabilities receive quality, inclusive education
- Empowerment – advocating for the health and rights of people with disabilities in their societies and within development efforts

We focus on the poorest and hardest to reach because that's where we will have the biggest impact. We create change through local people, organisations and structures because we want our impact to last.

We are in the process of expanding our team in South Sudan and looking for a committed

Finance and Admin Assistant based in Juba



Role profile:

The Finance and Admin Assistant ensures efficient, transparent and correct utilization and documentation of resources. He/she ensures compliance with Light for the World's policies, donor requirements and national laws.

Key responsibilities will include:

- Manage all petty cash and payments for all procurement done in the country Country office
- Ensure that all the 4 eye Principles are follow as per the financial and procurement policy of Light for the world international.
- Manage the petty cash, bank transactions and maintaining records on the use of petty cash. He/she makes a daily reconciliation of petty cash and submits this for supervision to the Finance and Grants officer
- Be the custodian of all impress cash in the Country office.
- Bookkeeping: Coding of payment documents as per the chart of accounts, prepare accounts and receivables/payables schedules. Postings to ledger in bookkeeping software QuickBooks.
- Make sure that all the finance vouchers are scanned, kept as back up and keeps financial files for audit purposes.
- Ensures full compliance with donor and Light for the World's rules and regulations
- Ensures complete reporting and documentation (incl. timesheets) of local staff costs
- Ensure that all asset lists are updated upon receiving news assets.
- Make sure that all items are recorded into stock cards and Checks monthly.
- Keep track of all up to date Stock in the ware houses using FIFO and LIFO system.
- Follow all the procurement methodologies basing on the procurement Policies of Light for the world international.

Your profile

- Diploma in Business Administration, Finance or Accounting or Degree preferably.
- Minimum of 2-3 years' experience in a similar INGO or recognized NGO role which explicitly involved donor funded projects

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- Working knowledge and strong understanding of grant/contract management and accounting principles
- Ability to work with computerized financial software as well as very good Excel skills and proficiency in other MS Office suite applications (Access, Word, Outlook)
- Knowledge of Quickbooks accounting packages will be an advantage
- Ability to prioritize workload and multi-task when necessary to complete critical tasks
- Excellent written and verbal communication skills in English.
- Must be a self-motivated/driven person, committed to teamwork environment
- High levels of analytical abilities with focused attention to details
- High levels of integrity, accountability and honesty
- Commitment to Light for the World's mandate and values

What we can offer as an employer:

We are offering an outstanding opportunity to bring about change through an international development organisation with strong expertise and a growing profile.

For this position an annual gross salary of approximately \$ 14400 (40hrs/week) commensurate with qualifications and experience is foreseen. Entry date: as soon as possible.

Contact

We are looking forward to receiving your application latest by **25th Oct 2019** at 4:00 pm East Africa Time.

Please deliver the application to Tearfund Office opposite Alfer Clinic.

Please incase you wanted to apply through Email sent it to the country Director s.mohammed@light-for-the-world.org . A complete CV, Accademic Document, Nationality and a Motivation letter.

NB. Application received after the deadline will not be shortlisted. Only shortlisted candidate will be contacted and due to the urgency of the Vacancy, Light for the world reserves the rights to fill the vacancy position prior to the closing date.

We strongly encourage people with disabilities to apply for this position.

Only shortlisted candidates will be contacted for interview.

