

## JOB VACANCY

### Finance Officer

Action Africa Help International (AAH-I), an African-led non-governmental organization that supports livelihood-challenged communities in East and Southern Africa to sustainably improve their well-being and standard of living. With Country Programmes in South Sudan, Kenya, Somalia, Uganda, Zambia and Ethiopia, AAH-I has over 30 years' experience working with communities in conflict and post-conflict situations, including refugees, internally displaced people and host communities. AAH-I also works with other marginalized communities, including pastoralists and people living in informal urban settlements.

In South Sudan, AAH-I works in Greater Equatoria, Greater Jonglei, Greater Upper Nile and Greater Unity State, with field offices in Juba, Yei, Maridi, Yambio, Mundri, Bor, Wau, Ajong Thok, Maban and Malakal.

AAH-I South Sudan Country Programme is looking to recruit a suitably qualified candidate to fill the vacant position of **Finance Officer** to be based in **Jamjang** (Ruweng Administrative Area).

**Reports to:** Area Coordinator

**Liaises with:** Finance Manager and Sector Managers/Heads

**Duty Station:** Jamjang, South Sudan



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Approved  
  
17/1/2022

#### Job Summary:

The **Finance Officer** is responsible for the following:

- Management of finances at the Jamjang office
- Supply of operation funds to the field offices
- Ensure that voucher preparation is of quality and approval process followed, prior to submission for booking and filling.
- Ensure the voucher inflow for ERP/Sage evolution booking,
- Conducting random cash count; at least once a week and keep the records.
- Responsible for the safe keys and custodian of all cash and cheques books.
- Responsible for monthly cash and bank reconciliations.
- Ensure the Project Accounting procedures are adhered to and followed with the routine duties of the Finance Officer.
- Supervise the accounting officers and technical reporting to the Finance Manager.

#### Duties & Responsibilities

- Supervise the daily tasks of the Cashier/Finance Assistant and ensure that all cash/bank books are updated and checked regularly.
- Responsible for verification of all invoices; claims, payment vouchers before passing to cashier for payment. i.e. all payments must be justified by documentations necessary, have clear text and amount approved by the Project Manager or Finance Manager.
- Preparation and active participation on Donor verifications.
- Prepares monthly payrolls for staff salaries in collaboration with sector heads.





- Liaise with the Finance Manager, to implement a cost accounting responsibility for monitoring expenditures of the existing budget, i.e. Sage Evolution preparation. All vouchers should be coded using AAH-I cost categories and budget lines before submission for Sage Evolution bookings.
- Responsible for conducting regular cash control protocols, bank and cash reconciliation at least twice a month. Cash discrepancies or suspicion of irregularities by the cashier should be reported to the Finance Manager immediately for investigations.
- Liaise with the Bank and coordinate the dispatch of funds; monitor the bank balances for a prompt replenishment;
- The Finance Officer must keep confidentiality of all financial transactions and documentations.
- Give updates on the financial status to sector heads
- Ensures that all financial procedures and management are strictly adhered to according to AAH-I guidelines. Should develop a support organization structure for smooth running of finance department.
- AAH-I Internal Controls and Audits preparations.
- Budget monitoring/report for the areas and projects
- Maintain an organized filing system of the accounts/finance office where all documents are filed accordingly.
- Responsible for bookings, postings and sending financial documents to The Juba Offices regularly and for ERP/Sage Evolution bookings.
- Perform any other tasks in line with the project development, instructed by the Finance Manager and Area Coordinator

### Expected Results

- Funds are timely supplied to the field offices
- Quality vouchers are prepared and approval process adhered to, submission and booking correctly done and all documents filed.
- Inflow of vouchers from all field offices is timely and submission of all vouchers for Sage evolution booking done promptly,
- Random cash count; done on a weekly bases and the records kept in safe place.
- Safe keys and cheques books are always kept under safe custody.
- Monthly cash and bank reconciliations verified by the Finance Manager and/or Area Coordinator
- Project Accounting procedures are adhered to and followed with the routine duties of the Finance Officer.

### QUALIFICATIONS

- A Bachelor's degree in Financial Management and Accounting or a related qualification from a recognized institution
- Sound knowledge of South Sudan Labour laws
- At least 3 years' experience in similar position.

### SKILLS AND COMPETENCIES

- Excellent Accounting and Finance management skills
- A good command of both written and spoken English
- Patient, understanding and of a pleasant character
- Computer literate with ability to use Microsoft Office
- Excellent Management, planning and organizing skills
- Able to develop others and build their capacity.
- Committed to just workplace ethics, coaching, mentoring and developing others
- Commitment to the organizational values



## Application Instructions

- ✓ AAH-I is an equal-opportunity employer.
- ✓ **Interested candidates should address their application letters to the HR Manager AAH South Sudan and position clearly indicated on the envelope OR email application letter and CV (with 3 referees) addressed to [recruitss@actionafricahelp.org](mailto:recruitss@actionafricahelp.org).**
- ✓ Hard copies applications can be submitted and delivered in sealed envelope at the **AAH/UNHCR Logistics Base, Jamjang.**
- ✓ **The email Subject Line must show the Job Vacancy.**
- ✓ **Deadline:** All applications must be submitted latest by **3<sup>rd</sup> February 2022 COB (4.00PM).**
- ✓ We thank candidates for their high interest in the opportunities we publish on our website.
- ✓ Due to the high number of applications we receive, we will only get back to shortlisted candidates.

