



50.4.3
Approved
Labour Hours

15/9/21



Employer:	Community Engagement Network – South Sudan
Position:	Finance Officer
Reports to:	Finance Manager
Duty station:	Juba with travel to the field offices within South Sudan.
Travel:	25 % (within South Sudan)
Application Date:	September 15- oct 2, 2021

GENERAL DETAILS

Background:

CEN is a participatory South Sudanese initiative that promotes social cohesion and transformation in diverse communities through locally driven innovative multimedia programs. CEN aims at:

- i. Dissemination of South Sudanese culture through traditional and contemporary media programming and content
- ii. To support the development of media and its actors as a catalyst for free cultural expression, empowerment, and social inclusion.
- iii. To support the documentation and archiving of South Sudanese culture through multimedia arts
- iv. To promote intercultural dialogue and inter-community relations between diverse Souths
- v. Sudanese communities.
- vi. Increase community participation and involvement in determining information priorities
- vii. Bridging communication gaps between communities and relevant stakeholders

CEN's vision is a socially transformed and cohesive society. The network's overall objective is to harness South Sudanese culture through media and arts as a tool for community engagement through strategic partnerships with networks of media and arts actors to engage 1 million people in six locations across the three greater regions of South Sudan by 2024.

The post of Finance Officer supports the operations of finance and administration in all field stations in South Sudan, as well and being the point of contact for Finance functions in Juba- The position will be based in Juba with frequent travel to all field. The Finance Officer reports directly to the Finance Manager and will work closely with the Program manager, field station managers, Operations teams, procurement, HR and partners on projects planning, coordination, mentorship, and implementation.

Main responsibilities

- i. Work closely with in collaboration with the Finance manager on all financial management issues. i.e., not limited to cost allocation, payroll preparation and review.
- ii. Ensure appropriate financial procedures are followed and documents are prepared, authorized, filed for all transactions.
- iii. Support the management team on monthly financial report by preparing actual and projection on monthly bases.
- iv. Review liquidation, critical scrutiny of supporting documents and correctly code expenses.
- v. Enter and maintain current and accurate accounting data in Quick book database daily.
- vi. Manage project advances and its disbursement ensuring that only valid and approved payments are made.
- vii. Perform advance account reconciliations (cash and Bank).





- viii. Ensure compliance with procurement procedures and make payments to suppliers in compliance with donor and CEN procedures and policies.
- ix. Participate in month end closure and donor financial report as per donor reporting schedule
- x. Monitor, liquidate and keep track of staff advance accounts and making follow-ups on outstanding amount on monthly basis and prepare ageing reports for outstanding advances at the end of every month.
- xi. Extract trial balance and keep track of staff advance accounts and prepare detailed ledger for each staff to see the unliquidated balance.
- xii. Perform weekly cash accounts and monthly bank reconciliation.
- xiii. Preparing monthly CEN program project and expenditure reports and sharing with program staff and senior management.
- xiv. Support CEN donor audits of CEN in-country programs and do pre-audit to ensure that the vouchers are fully authorized and stamped paid/received.
- xv. Maintaining up to date filing of financial documents in line with CEN financial policies and procedures.
- xvi. Closely monitor activity advances i.e., incentives, rehabilitation of facilities, operations, and transport.
- xvii. Closely monitor CEN personnel advances i.e., travel and operations advances.
- xviii. Report aging advances to Finance Manager, Program Manager and Network Managing Director.
- xix. Monitor CEN program trial balance.
- xx. Perform any other duty assigned by the supervisor or his/her delegate inline of work (official).

Skills and Experience:

- Degree in accounting, business, economics, finance, or a related field with at least 5 years of experience, 3 of which should be with an International NGO in emergency/humanitarian contexts. Master's degree in accounting / Finance will be an added advantage
- CPA professional qualification desired.
- Keeness to accuracy, completeness, allowability of expenses, allocability and cost effectiveness.
- Sound knowledge of Accrual Accounting concept.
- Superior mathematical skills, more so usage of excel to solve mathematical problems.
- Solid communication skills, both written and verbal.
- Proven leadership skills and experience, employee management and understanding data privacy standards.
- Organizational skills; planning skills; problem-solving skills; computer skills; multi-tasking abilities; integrity and honesty.
- Ability to effectively manage a variety of internal and external relationships, including relationships with partners.
- Fluent in English: writing and speaking. Arabic language is an added advantage.
- Proficiency in Quick books, ERP system, preferably Agresso is an added advantage

How to Apply:

1. Email your application to info@cen-ss.org; or submit a hardcopy to CEN Office:
 - a. **CEN office is in Concord House, Hai Malakal, off Konyokonyo Road, opposite Karen Hotel.**
2. Include an attachment of your Resume and CV with **three professional Referees**
3. Remember to include a telephone number and email so we can contact you.
4. Indicate on the envelop and or Email subject the position you are applying for **“Finance Officer”**

Note:

That, only shortlisted candidates can be contacted for interview.

That, the **closing** date for receiving applications for this position is **October 2, 2021, at 5:00 PM.**

That, applications received later than this date will not be considered.

That, **the position is for South Sudanese ONLY**

