



### External Advert

Oxfam is a global movement of people working together to end the injustice of poverty.

That means we tackle the inequality that keeps people poor. Together we save, protect and rebuild lives. When disaster strikes, we help people build better lives for themselves, and for others. We take on issues like saving lives, governance and peace building, education, land rights and discrimination against women. And we won't stop until every person on the planet can enjoy life free from poverty.

We are an international confederation of 19 organizations (affiliates) working together with partners and local communities in the areas of humanitarian, development and campaigning, in more than 90 countries.

All our work is led by three core values: Empowerment, Accountability, Inclusiveness. To read more about our values please click [here](#)

## The Role

Oxfam has been working in South Sudan since 1983. Our Programmatic Strategy concentrates on saving lives, Resilient Livelihoods, Advancing Gender Justice and Good Governance and Active Citizenship through a full spectrum platform that includes humanitarian response, recovery and resilience, long term development and policy and advocacy. Oxfam currently operates via seven area field offices in South Sudan. (It also works in partnership with several national organisations and community groups.

**Position:** Finance Officer  
**Reports to:** Country Finance Manager  
**Location:** Juba  
**Grade & Level:** D2 National  
**Contract Type:** Fixed Term  
**Number of post:** 1  
**Duration of Contract:** (01) Year

## KEY Essential

Accounting Management 5%

- The Finance Officer is responsible for co-ordinating the management of all bank and cash transactions from and to the South Sudan bank accounts in order that programme activities can be efficiently carried out.

- Ensure that payments are approved in accordance to the stipulated organisational procedures and rules in time. The payments are well captured and recorded in time, for consolidation and timely reporting and submission to the internal and external parties.

#### **Cash Flow and Bank Reconciliation Management 10%**

- To ensure both bank and cash records are updated daily, closely and ensure all cheques and cash received are banked immediately, following up and acting on discrepancies and any problems flagged with Juba which may arise. Advising the Thematic leads of cash requirements and prepare Top-up request for collation by CFM. Prepare relevant office bank reconciliations.

#### **Management of Advances, Asset register, Floats and Loans 10%**

- Ensure that balance sheet accounts are reconciled monthly and any outstanding issues is addressed as appropriate. All recoveries in respect of advances, floats, loans, private phone, mileage etc owed by staff members are appropriately paid or deducted from the salaries on specified dates, as approved. Ensure the Asset registers agree with people soft and physical assets and in line with organizations policy.

#### **Cash Management 5%**

- Maintain a complete and accurate record of all petty cash transactions; that expenditure of petty cash is fully monitored; and that requests for replenishment are made in a timely manner, when required. Ensure all petty cash vouchers raised are appropriately approved and filed in a safe place for terms as per donor/statutory requirements. Ensure any cash received is banked within 48 hours. Assist CFM review existing systems and procedures advise on any changes to ensure cost effectiveness operations in the programme.

#### **Payroll Preparation 10%**

- Process Program monthly payroll with accuracy, completeness and ensure that all statutory deductions other relevant deductions are made and remitted on time. Ensure that payroll is reconciled to people soft.

#### **Partner's management 20%**

- Support project managers and the project team to develop all programme budgets including partner's budget
- Maintain an up to date partners register containing fund disbursed, commitments and expenditure on fun flow statement
- Carry out monitoring visit to implementing partners and make a follow up on previous recommendations using Partner's management assessment tool kit and strategic fit forms
- Ensure that partner submit their report in a timely, accurate and correct format and journal all approved partner's expenditure into a general ledger in PeopleSoft (PS) for reconciliation with grants disbursed against control account

#### **Budget 5%**

- Assist Finance Manager in supporting and reviewing program budgets and forecasts to ensure they are accurate and in line with set guidelines. Assist thematic leads in preparing



their project budgets that should assist in feeding to programme budgets. Review proposal budgets to be sent to various donors in conformity with their regulations and formats as may be called upon.

#### **Expenditure Coding            10%**

- Ensure proper coding and/or re-charging of other Oxfam offices. Each month invoice and/or recharge staff for private expenditure especially those based in Juba in relation to the personal use of Oxfam assets (including private mileage in Oxfam vehicles, telephone, photocopying) and all other costs & charges incurred by them as approved by respective authorised personnel.

#### **Uploaded Journals            5%**

- Prepare and uploaded cashbook/bankbooks, and journals for authorisation by the operations director. Prepare correction journals and recharges are done by 2nd of every month ensuring all the supporting documents are in place. Ensure all expenses are captured in the Oxfam Finance system on time.

#### **Risk Management            15%**

- Act as final check to arrest any exposure and manage financial and fraud risk within the organisation that may impact on the various country programmes. This includes clear understanding of HR, Logistics and Finance Policies to ensure that the payment processing, coding and accounting is correctly done according to policy.

#### **Reporting    5%**

- Prepare financial reports for the country Programme as allocated by the CFM.
- Reconcile debtors and creditors accounts on monthly basis.

### **Skills, Experience & Knowledge**

#### **Essential**

##### **Skills**

- A university degree with a specialization in Finance or Accounting.
- Accountancy professional qualification {ACCA or CPA }
- Ability to plan with good organizational skills, including prioritization and ability to work under pressure.
- Team-working skills.
- Good computer skills: Excel, Word, the purchasing system and Helios system
- Good reporting and communication skills

##### **Knowledge**

- Knowledge of multiple donor funding regulations.
- Good knowledge of financial systems.
- Good written and spoken English.

##### **Experience**

- Minimum 3 years proven relevant and progressive work experience preferably with INGO.

- Excellent analytical skills particularly from the point of view of cost-effective financial management.
- Multi-tasking and higher efficiency, Attention to details.
- Proven experience of management of suppliers / contracts and financial systems.
- Initiative and ability to follow up on issues.
- Flexibility under pressure and in response to changing needs.

**Deadline for submission of applications is 28 January 2021. Interested Applicants should send soft copies of their CVs and Cover letters to [Hrsouthsudan@oxfam.org.uk](mailto:Hrsouthsudan@oxfam.org.uk) or submit hard copies of their CVS to our Juba Office Opposite Dr John Garang International School.**

**NB: This position is open to South Sudanese Only and Female candidates are strongly encouraged to apply.**

*Oxfam is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We will do everything possible to ensure that only those that are suitable to work within our values are recruited to work for us. This post is subject to a range of screening checks.*

**Note:** All offers of employment will be subject to satisfactory references and may be subject to appropriate screening checks, which can include criminal records and terrorism finance checks.