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S/Inspector of Labour



## "Together we can bring Change"

### Job advert

**Position:** Assistant Finance Officer

**Location:** Juba base with travels to the field

**Reporting to:** Finance Manager

**Number:** 01

**Duration:** 6 months with possible extension depending on availability of funding.

**Starting date for application:** 27.09.2023

**Ending Date for Application:** 16.10.2023

#### ORGANIZATION BACKGROUND

Christian Missionaries initiative (CMI) is, non- governmental, nonprofit making, none discriminating, non-political Christian relief organization that was established by six Missionaries in 2007 under the leadership of South Sudanese Missionaries Dr. Rev. Michael Deng De Monychol. These intellectuals have unified their human resources to help themselves. Since then, the organization was expanding in all aspects of organizational membership, developmental strategies, and program implementation in the field of Health, Education, Protection (Child protection and Mine Action), Peace building, Civic Education, Human right, Food security and livelihood, Environmental protection, Shelter, and Ministry with head office in Juba, Market Road, Hai Referendum, Juba, Central Equatoria State, South-Sudan CMI signed a project document with UNICEF education section under global partnership for education to construct and renovate of temporary learning space in Parieng of Ruweng Administrative area for the duration of 6 months. Christian Missionaries Initiative is legal and recognized Independent Non-governmental and Nonprofit Christian relief organization, registered under Ministry of Humanitarian affairs and Ministry of justice. Registration number ministry of Justice **No:** 1,026, Registration number RRC, **no:** 466

#### JOB SUMMARY

The Finance Officer works in collaboration with other finance staff to support the Head of Finance and IT to ensure that CMI operates within a healthy financial environment and meets all of its obligations and accountabilities on time. The position holder supports to establish, operate, and maintain good financial systems and controls. In addition, he/she supports the conduct and management of audits, prepares donor and operational budgets, and facilitates procurements. The Finance Officer is responsible for the day-to-day management of financial transactions and procedures in line with organizational policies and principles.

#### Key Roles and Responsibilities

##### General accounting

- In collaboration with other finance staff, ensure that accurate records for all daily transactions are kept in the right format and place.
- Prepare balance sheets and other reports as may be required.
- Process invoices in support of payments as may be required.
- Review/record accounts payable and accounts receivable in line with organizational policies, and standards.
- Ensure that the financial system is always up to date with financial data.
- Manage petty cash
- Perform any other accounting duty that may arise from time to time.

##### Banking

- Ensure that all banking transactions are done on time with very minimum risk and in line with organizational policies.



- In collaboration with other finance staff, support the HoF to reconcile bank statements.
- Work with Operations and Business Development teams to prepare all budgets that may be required.
- Support the HoF to routinely review and recommend the revision of banking policies and support in implementing same within the organization.
- Treasury management and reporting.
- Ensure that petty cash is managed in line with organizational policies and practices.

#### **Auditing, Financial Management and Reporting**

- Support the preparation of month end/quarterly financial reports.
- Support both the conduct and management of internal and external audit processes
- Provide support to the HoF to implement all audit recommendations.
- Prepare and submit monthly management and donor reports to SMT.



#### **Grant Management and Compliance.**

- Support the Operations team to meet Programme management requirements.
- Enforce compliance with national, organizational and donor conditions within the Country Programme.
- In collaboration with the Operations team, support the effective management of grants by ensuring that all grant conditions (including procurement, reporting and extensions) are met.
- In collaboration with the operations team, ensure that routine grant monitoring mechanisms (like monthly and quarterly budget meetings) are held, and actions implemented.
- Ensure documentation and filing of project activities are done in compliance with CMI's policies and procedures.

#### **Teamwork and People Management**

- Support the HoF to create and sustain a healthy finance team environment of mutual respect and accountability where team members strive to achieve excellence.
- Provide team members with capacity-building support, information, tools, and other resources to improve performance and achieve team/organizational objectives.
- Provide support to volunteers, interns and other staff as may be necessary.

#### **Organizational Learning**

- As part of our commitment to organizational learning and in support of our understanding that organizational learning is more effective, efficient, and relevant to the communities they serve, we expect all team members to commit 5% of their time learning activities that benefit CMI as well as themselves.

#### **Required Skills, Knowledge & Qualifications**

- A degree in Finance, Accounting or Economics with at least three years of post-qualification experience.
- A professional qualification such as ICA, ACCA, and ICMA in lieu of experience.
- A solid knowledge of financial and accounting procedures
- Experience in using financial software like QuickBooks, Vision, GAS etc
- Advanced MS Excel skills
- Knowledge of financial and tax regulations
- Excellent analytical and numerical skills
- Strong ethics, with an ability to manage confidential data. Desirable
- Honesty and integrity are desired attributes in this role.
- Multitasking and ability to work under pressure.

**Other,** understanding of and commitment to safeguarding, child safety and protection from sexual abuse and exploitation principles.

**Values:** Respect for diversity; Integrity; Professionalism; Accountability,

**Core competencies:** Communication; Collaboration and teamwork; Judgment and decision making; Partners and customer relations; Creativity and innovation; Building trust

**Application Procedure,** any interested person who meets the above-mentioned requirement should submit the following.



Application letter, expressing motivational letter for the position you are applying for, Current CV, copies of academic papers and national ID, **Send** to [cmihumanresourcea@gmail.com](mailto:cmihumanresourcea@gmail.com) , copy, [cmisouthsudan@gmail.com](mailto:cmisouthsudan@gmail.com), or hand delivery to CMI office in Hai. Referendum along the road to Nile Petrol Station or Ministry of Education Parieng office before 16.10.2023 Tuesday, **note**: Application will be reviewed on roll out bases as this position needs to be filled urgently.

***Female candidates are highly encouraged to apply.***

