



BO-H-3
MOL/RSS/SJ
Approved
02/06/2022

VACANCY NOTICE

Finance and Admin Assistant

Job Title	Finance and Admin Assistant
Location	Pibor
Reporting To	Project Coordinator
Job Purpose	The position is responsible for supporting the project coordinator in performing finance, Administration, and logistics duties for the project area
Primary Working Relations	The Finance and Admin Assistant works closely with all the project team such as the project coordinator, WASH Officer, Head of Operations, Finance Manager, HR Officer, and Logistic Assistant.
Organizational Overview	<p>International Aid Services (IAS) is an international relief and development organization founded in 1989 with the purpose of assisting people in need. IAS core sectors are Water Sanitation and Health (WASH), Civil Society Development (CSD), and Inclusive Education (IE). Since 1 January 2019 IAS has merged with Läkarmissionen (LM), and now IAS South Sudan is an operational part of LM. The Head Office for the organization is Läkarmissionen. For more information about IAS and Läkarmissionen, kindly see www.ias-intl.org and www.lakarmissionen.se.</p> <p>IAS South Sudan is looking for a passionate individual to support our project in Pibor and Fangak. A person who has the experience and competencies to work as Finance and Admin Assistant.</p>
Special Attention	<ul style="list-style-type: none"> ▪ This position is offered for south Sudanese nationals only. ▪ Qualified female candidates and people with disabilities are encouraged to apply.

Primary Duties and Responsibilities

Finance Role

- 1.1 Responsible for expenditures for the field office as per the approved thresholds
- 1.2 Maintain a proper filing system for financial documents and ensure all soft copies are appropriately saved
- 1.3 Verify all supporting documents before posting all transactions in the accounting system

- 1.4 check that all payments are properly coded and billed to the correct charge codes
- 1.5 Ensure all financial documents have been stamped appropriately when paid and all relevant receipts are collected from staff and suppliers
- 1.6 Compile monthly and quarterly field funding requests.
- 1.7 Conduct daily cash reconciliation
- 1.8 Updated project-based asset list and inventory list



2. Human Resource Role

- 2.1 Focal point for all staff and human resource issues and making sure relevant policies are put in place and implemented accordingly.
- 2.2 Coordinate staff schedules including staff leaves and out of station periods to ensure there are no gaps in project implementation. This includes purchasing/booking of air/bus tickets and particularly applies to the non-local staff.
- 2.3 Coordinate the timely completion and filing of staff timesheets

3. General Administration

- 3.1 Making sure that office equipment is kept in proper working order, such as printers, copy machines, computers, vehicles, motorbikes & etc.
 - 3.2 Management of IAS field office/ compound and making sure that the field office/ compound is kept tidy and clean.
 - 3.3 In consultation with the Project Coordinator schedule monthly meetings Any other duties as requested by the immediate supervisor
- Perform other duties and tasks as assigned by the South Sudan Country Director.

Desired Minimum Qualifications/Experience

- Minimum Diploma in Business Administration / CPA II or any other related certificate.
- Good spoken and written English is essential and Arabic is desirable
- Computer skills in MS word, Excel, power point.
- Previous experience in remote working skills is highly desirable

Experience:

- Minimum 1 year experience in finance management with an INGO/International Agency with significant Business or accounting functions or its equivalent

Skills/Attributes

- Committed to the organization's Vision, Mission and core values;
- Strong interpersonal skills with the ability to build positive relationships with staff and partners at all levels;
Proactive and flexible work style with an interest in being part of a very dynamic and demanding team;
- Self-disciplined, high level of integrity, honest, and respect for diversity.

Job Commitment

- Starting date: As soon as possible.
- Duration of commitment: Minimum 6 Months with a possibility of extension based on funding and performance.

Submission of Application

- All applications should be submitted electronically to the Human Resource Officer email: christineanyek@gmail.com and CC: daida.isaac@ias-intl.org
- Please use the reference code 'Finance and Admin Assistant for Pibor ' in the email subject line.
- Please provide the following when applying for this post: 1) a Cover letter explaining your motivation for seeking this position and your experience from similar organizations; 2) a Curriculum Vitae (CV) that contains details of your qualifications, experience, present position, contact details and names of three references.
- Closing date: 22nd June 2022.
- IAS South Sudan does not refund any expenses in connection with interviews.
- Only shortlisted candidates will be contacted.

Note: Due to the urgent need to fill this position, applications may be reviewed upon receiving.

