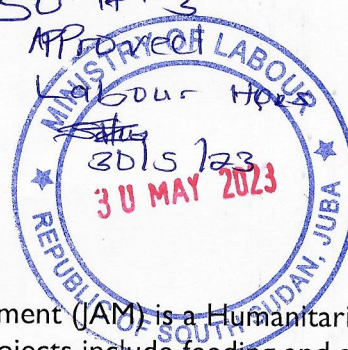




# ForAfrika

For Afrika to thrive



ForAfrika formally known as Joint Aid Management (JAM) is a Humanitarian Relief Organization, operating in various African countries. Our projects include feeding and agricultural programs, an orphanage and training center in Rwanda, drilling of water wells in the Eastern Cape, as well as numerous community development programs in Sub-Saharan Africa. In South Sudan, ForAfrika is actively implementing Food for Education, Food for Asset, General Food Distribution, Food Security and Livelihood interventions and livestock vaccination and intervention in Twic East, Bor, Pibor, Boma, Bentiu, Aweil, Pochalla and Kaujok.

JAM is seeking a Qualified South Sudanese national for following position:

**Job Title: Field Finance Officer (1 position)**

**Location:** Boma with frequent Travels to Project Field Sites

**Reports to:** Area Manager

## **PURPOSE OF POSITION:**

S/he will ensure adequate stewardship of agency resources and sound financial reporting in line with Generally Accepted Accounting Principles, ForAfrika policies and procedures, local laws and donor requirements. S/her major responsibilities would include but not limited to preparation of cashbook, bank & petty cash operations, cash receipts, receivables, prepayments, payables and operations.

## **KEY RESPONSIBILITIES:**

### **FINANCE**

- Review all payment vouchers before they are presented to Area Manager/designate for approval.
- Consolidate templates for posting of General Journal vouchers and send to Finance Officer reporting for posting to SUN on weekly basis.
- Payment of all statutory obligations including taxes like PIT etc.
- Cash Management – verify the cash in bank, prepare cash forecast and ensure adequate cash is available for planned activities.
- Managing Advances, Prepayments, and Receivables through follow up on delinquent liquidations, Reconciliation of accounts.
- Involvement in the production of quarterly cash forecasts.
- Making payments to vendors and all service providers.
- Review all transactions to ensure that proper approvals and authorization have been done.





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- Ensure the project is managed and replenished in accordance to ForAfrika cash management procedures.
- Assist the Area Manager to respond to the Country office requests.
- From time to time, perform any other duties as may be assigned by Grants and Finance Manager and/Management.

## Required Qualifications:

- B COM or BBA Accounting or equivalent degree and/or professional certification in accounting strongly preferred or equivalent experience.
- Minimum of three (3) years' experience in a similar position
- Proficiency in Sun System and Q & A applications is strongly preferred
- Demonstrated ability to assimilate to new policies and procedures effectively
- Extremely detail oriented and organized
- Strong written and verbal communication skills
- Proficiency in Microsoft Office applications (word, excel, outlook, and PowerPoint)



**To Apply:** Qualified candidates are encouraged to submit their full CV with a covering letter Hand Delivery to ForAfrika Boma Sub, Juba office at Equatorial Tower 4<sup>th</sup> Floor or by email to [recruitment.ssd@forafrika.org](mailto:recruitment.ssd@forafrika.org). Please clearly mark the position title. **Deadline for submission: 19<sup>th</sup> June 2023.**

**NOTE:** Due to the urgency of this position, application received will be reviewed and interviewed conducted on rolling basis, thus position may be filled before the deadlines.

**ForAfrika is an Equal Opportunity Employer ForAfrika considers all applicants on the basis of merit without regard to race, sex, color.**

**NB: FEMALE APPLICANTS ARE STRONGLY ENCOURAGED TO APPLY.**

