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HOPE RESTORATION (HR)

Email: hrssjuba@gmail.com

Physical Adrees :Munuki
Bolck (C) No Plot 349
Opposite Anitpas
Pharmacy

Job Advertisement

Background

50-H-3
MOL
Approved
14/04/2022



Date 14/4/2022

Hope Restoration South Sudan is a national NGO registered with the ministry of justice in 2010 registration no.659. It's also registered with Relief and Rehabilitation Commission (RRC) registration no. 389. Hope Restoration South Sudan (HRSS) is committed to mobilizing the communities and self-determination. It seeks to secure capacity building, research and proactive measure of dialogue, lobbying and advocacy, documentation, information management, livelihoods diversification and use of appropriate technologies.

Vision statement

"A society where there is respect, justice and people enjoy dignified lives"

Mission statement

"Hope restoration exist to secure livelihoods pace and security of communities and to realize equity and equality of individuals and communities in South Sudan while empowering women and girls through community driven programs.

HRSS is seeking to recruit

Job Title:	Finance Officer
Duty Station ;	Juba
Advertisement Date;	14 /4 /2022
Closing Date	3/5/ 2022
Report To	Finance Manager





His/her main responsibilities consist in:

- Ensure that all sub-office financial transactions are in accordance with HRSS policies and procedures
- Ensure adherence to set thresholds as per the Finance & procurement policies and all documents are adequately supported and have sufficient approval and signing authority.
- Check the arithmetical accuracy of the invoice.
- Inspect the Purchase Requisition Form (PRF) to obtain the expense coding information.
- Determine whether the vendor has an outstanding balance and modify the entry to reflect the outstanding balance.
- Determine whether; the Purchase Request Form is adequately supported by documentation and has been properly approved.
- Determine whether Travel Expense Report (TER) is adequately supported by travel authorization requests raised and signed by the authorizing officer for payment and that per diem is as per HRSS per diem & Travel Policy.
- Scrutinize and ensure that all payments made are related to mission policy, are clearly documented and conforming to donor regulations adhering to the budget lines.
- Review and ensure all salary and benefits payments for contract staff and consultants are valid and supported by current contracts.
- Post all correct entries on a daily basis on Tally ERP Accounting System and ensure that all financial data is properly entered and closely monitor to ensure that correct account codes and fund codes are entered for each transaction.

Other duties

- Ensure that all supporting documentation and audit information is prepared and ready for audit purposes
- Ensure that all supporting documentation to donors' is prepared and sent on a timely basis as may be required
- Assist in the coordinating all that is required as and when either HRSS or external auditors schedule audits for the sub-office
- Supervision of the staff
- Travel to and when required attending to and providing support and training on financial related issues
- Support other functions within the department as may be required from time to time.



Required Qualifications & Skills

- A Business related degree
- A holder of a CPA II
- Minimum 4 years' experience in accounting, with preference for additional experience in financial management
- Understanding of computer applications in respect to basic accounting, payroll management, and cash controlled. At a minimum this would include an understanding of SCALA, Tally ERP and Microsoft Office
- Good interpersonal and Communication skills
- Good supervisory skills and experience
- Good communication skills in both verbal and written English and Arabic.
- This position is for locals. Ladies are encouraged to apply.

Mode of application

- All qualified candidates should submit application letters, updated CV to careers@hoperestorationsouthsudan.org or hand deliver to HRSS head Office
- NB: Due to urgency of the position interviews will be done on a rolling basis. Visit our website at webmail.hoperestorationsouthsudan.org/

