



Advertisement, Voucher Examiner (1 post)

USAID/South Sudan Monitoring, Evaluation and Learning Support (MELS) Activity, South Sudan



Company Profile:

Implemented by Integrity Global, Inc. and MSI, the Monitoring, Evaluation, and Learning Support activity (MELS) supports USAID/South Sudan through tailored monitoring and evaluation services to enhance Mission programs. In a dynamic operating environment, MELS provides the Mission with flexible, demand-driven technical, analytic, and advisory support that:

- Helps the Mission internalize and integrate concepts under Collaborating, Learning, and Adapting (CLA),
- Strengthens knowledge management and improves institutional memory,
- Advises on and produces fit-for-purpose MEL products,
- Enhances organizational effectiveness and operational efficiency, and
- Strengthens data-driven decision making through Geographic Information Systems (GIS) and other innovative spatial analyses.

Project Background:

The MELS activity serves as the Mission's primary mechanism for monitoring, evaluation, and learning and adaptive management services for ongoing activities and programs. In a dynamic operating environment, MELS provides USAID/South Sudan with flexible, demand-driven technical, analytic, and advisory support in order to strengthen collaboration, learning and adapting (CLA); promote institutional memory; produce monitoring, evaluation, learning products as appropriate; strengthen knowledge management and organizational learning (KMOL), organizational effectiveness and operational efficiency; and strengthen data-driven decision-making through an efficient use of GIS and other innovative spatial analysis.

Scope of Work/Job Description:

Reporting to the director of Finance and Administration, Voucher Examiner will support the financial review exercise to be undertaken. S/he will arrange files, be point of contact for DFA on vouchers, archive all financial documents and supporting documents for each voucher in proper order and assist the Finance Director in providing any responses and verification documents required for financial reviews.

Objective:

The objective of the Voucher Examiner is to assist the in the contract review and validation of vouchers and financial records to ensure compliance with established policies, procedures, and regulatory requirements.

Responsibilities.



- Review financial documents including vouchers, invoices, and payment requests and verify the accuracy of financial records.
- Verify that company complies with relevant local laws and regulations in South Sudan and those in the U.S. Including FAR, AIDAR and other U.S. Government regulations.
- Verify authenticity of supporting documentation and ensure proper authorization for expenditures are on file.
- Maintain financial files including update databases and trackers and archiving information.
- Identify discrepancies, errors, and irregularities transactions and promptly report findings to the Director of Finance and Administration.
- Assist in maintain accurate and organized records of vouchers, invoices, and related financial documents in accordance with established records-keeping procedures.
- Assist in preparation of documentation for audit purposes, including assembling supporting documents and responding to the auditor queries.
- Support financial needs by arranging and scanning financial vouchers.
- Participate in audit meetings and discussion to address questions or concerns related to voucher examination and financial records.
- Double check all the financial documents to make sure all the necessary supporting documents such as receipts, invoice, RFQ, PO etc. are all attached.
- Stamp all payment vouchers with integrity paid stamp.
- Identify areas for improvement and recommend corrective actions to strengthen internal controls and mitigate risks.
- Well-organized and complete documentation packages for audit purposes, including all vouchers, invoices, approvals, and supporting documentations during the period in review.
- Do any other duties as assigned by the Director of Finance and Administration to assist in accomplishing the identified deliverables.



Key Deliveries:

- Voucher Examination Reports: Review all Vouchers from October 2023 to March 2024 and prepare voucher examination report detailing the finding of the voucher examination including any discrepancies or issues identified and recommendations for corrective actions.
- Documentation packages: Review existing documentation and filling of all supporting documentation for the vouchers.
- Well-organized and complete documentation packages prepared for audit purposes, including all relevant vouchers, invoices, approvals, and supporting documents.
- Provide ongoing support for a total of 40 LOE days throughout the financial review and auditing process, which is expected to complete between June and August 2024

Requirements:

- Bachelor's degree in accounting, finance, business administration or related field with strong foundation for understanding financial principles and conducting vouchers examinations.
- Having Certified Public Accountant (CPA), Certified Internal Auditor (CIA), or Certified Fraud Examiner (CFE) and expertise in financial auditing and examination and preferred.
- Strong understanding of FAR, AIDAR and other US Government regulations.
- Prior experience in voucher examination, financial auditing, or related field
- Familiarity with relevant accounting principles, regulations, and auditing standards.





- Strong analytical skills to effectively review and analyze data, identify discrepancies, irregularities, and provide recommendations for corrective actions.
- Demonstrate a high level of attention to details to ensure accuracy and completeness in their work.
- Effective written and verbal communication skills to convey findings, discuss issues and collaborate with finance team during the examination process.
- Excellent organization skills and ability to work effectively both independently and collaboratively within a team environment.

Timeline:

The voucher examiner shall commence work upon contract award. The examiner will be responsible to achieve the mentioned deliverables and shall provide ongoing support for a total of 40 LOE days throughout the duration of financial review and audit process, which is expected to complete between June and August 2024

Contract Type:

This scope of work is for a fixed price service contract. Payment shall be made based on the completion of specified deliverables and milestones.

Confidentiality:

The voucher Examiner must adhere to strict confidentiality requirements and must not disclose any sensitive or proprietary information obtained while on their duties.

Integrity and MSI is an equal opportunity employer that values diversity and inclusion. We strive to develop and maintain a culture that honors the perspectives and identities of our employees, our communities and those impacted by our work.

Only candidates who have been selected for an interview will be contacted. No phone calls, please.

Closing Date: June 7th, 2024

Please note that due to the Urgency of the position, CV will be reviewed on rolling basis.

To apply:

please hand deliver and addressing your application to Integrity Global MELS Human Resources and Administrative Manager, Goshen House, Gate 1 or by email: ssmels.recruitment@integrityglobal.com or use our online application system <https://podio.com/webforms>, <https://tinyurl.com/3h99f7d8>

