

50-11-3
 Approved by
 Inspector of Labour
 23/05/23


VACANCY NOTICE	
Job Title	Finance Officer (National Position)
Office	ACRA Juba office
Location	Juba with travels to field Offices - Sudan South
Reporting to	Finance Manager
Organization View	
<p>AGENCY FOR CHILD RELIEF AID (ACRA) is a national Non Profit, Non-Government Humanitarian Organization founded by active, dedicated and committed South Sudanese professionals and fully registered in 2016 under the Relief and Rehabilitation Commission (RRC), within the Ministry of Humanitarian Affairs and Disaster Management in accordance with NGO Act 2016 of the Republic of South Sudan. True to the calling of sexual violence prevention as a mechanism for achieving economic development, we endeavour to respond to the highly rising sexual violence perpetuated by the many years of civil war in South Sudan, uneven economic landscape, demographic shifts, and instability in political governance, as well as unprecedented challenges in the humanitarian sector that have all profoundly impacted the women and children since independence. ACRA aim to provide sustainable livelihoods opportunities to support and transform the lives of the vulnerable children and populations both in South Sudan’s urban and rural areas and help them enjoy adequate access to essential services including; Child protection, Education, Gender Based Violence (GBV) prevention and awareness, adequate and Safe Water Supply, Sanitation facilities, Sustainable Food Security & Livelihoods, Nutrition and Primary Health Care services in a manner that respects human rights principles while ensuring the peace and improved social well beings for all.</p> <p>ACRA works towards addressing some of the most urgent humanitarian crisis and needs and contribute to development through rehabilitation and reconstruction following years of destructive conflicts which ruined the socioeconomic, health and institutional fabric of the Country. ACRA’s main focus is to create a society free from violence against women and children by; a) professionalizing and diversifying the Gender based violence prevention field, b) providing world class services to vulnerable South Sudanese children and communities living in extreme poverty and under-developed conditions and whose predominant livelihoods systems are solely subsistence, c) becoming the number one source of GBV prevention knowledge and expertise worldwide.</p> <p>Vision: A society where children and vulnerable communities are empowered and equitably access sustainable livelihood opportunities.</p> <p>Mission: ACRA mission is to provide Hope and Recovery to conflict and natural disaster affected children and communities through engagement in the sectors of Livelihoods, Environment, Education, Protection and Emergency Aid.</p>	



Roles & Responsibilities/Job Description

Main Purpose Of Job

The Finance Officer is expected to provide the technical support to Finance Manager. This includes direct involvement in day-to-day operations to make the Finance Office more effective, efficient, and transparent. The areas of operation include financial policy implementation, donor budget tracking (debits and credits), Data importation into quick books, internal audits, financial report preparation, and banking, largely petty cash in the field, payroll, and external audit support.

Key Tasks:

1. Monitor sub-grants and support the finance department in rolling out an updated finance reporting format and assisting the Finance Manager with the overall grant objectives.
2. Prepare project monthly financial reports, conduct site visits to assess financial processes, including procurement, and process requests for shifts in budget line items.
3. Identifying donor financial reporting gaps and initiating timely remedial measures.
4. General Finance Roles - verifying and paying claims for advances and external payments, drawing vendor contracts; petty cash management; processing insurance and pension scheme registration for staff, monthly remittances; and annual returns of statutory deduction reports.
5. Collaborate with the Programme and the Project Managers to determine the cash needed for weekly activities to ensure activities are uninterrupted operations.
6. In collaboration with Finance Manager, develop and manage risk in the Finance Department
7. Assist in processing payments of Social Insurance and Personal Income Tax for Project staff.
8. Track partnership issues and coordinate as necessary key issues with the programme representatives and project management committee
9. Maintain excellent cooperation and coordination with ACRA partners, both local and international.
10. Conducting field visits to identify operational gaps, and evaluating accounting systems and procedures.
11. Identify deficiencies in financial understanding among the ACRA staff and conduct informal capacity building activities and/or formal training workshops as necessary.
12. Implement new financial policies in collaboration with the Finance Manager.

Perform any other duties as required by the Line Manager

PERFORMANCE STANDARDS

- Cash is disbursed following proper ACRA procedure
- Cash is accounted for at end of each day prior to closing Payroll is disbursed following proper ACRA procedure.
- Social Insurance and Personal Income Tax are paid on a timely basis
- All receipts from the field especially field offices are received, verified, stamped and filled.
- Receipts are accounted for in a manner consistent with ACRA policy
- Banking procedures are carried out according to ACRA standards

- All administration issues are properly and timely handled
- Funding requests are processed and submitted on a timely basis and all programme operations run smoothly
- There is tangible efficiency and effectiveness in the finance office
- All new finance policies are effectively implemented
- Capacities of other finance staff are built especially in the use of quick books finance data base.
- Audit recommendations and correction plans implemented

MINIMUM QUALIFICATION/EXPERIENCE

- A university degree in accounting or in a related field, with a CPA or ACCA, and knowledge of finance management software such as QUICKBOOK are required.
- At least two years of previous experience in professional accounting or closely related financial management work is required
- Ability to analyze accounting processes and identify practices and procedures that require correction or modification.
- Must be able to formulate recommendations for maintaining accounting systems in a high state of efficiency.
- Computer literacy including the use of programs such as MS Word, Excel, Access and other accounting software
- Experience with different international donors' requirement, particularly USAID/OFDA and UN agencies

SKILLS AND ATTRIBUTES

- Excellent analytical and logic skills
- Self-starter and independent thinker and willing to follow instructions.
- Team player with friendly personality; able to build strong interpersonal relationships with the local communities.
- Able to work under pressure and with people from diverse cultures and backgrounds.
- Flexible work style and with an interest in being part of a dynamic and evolving team.
- Excellent oral and written communication skills (English and spoken Arabic).
- The advantage of having worked in remote filed locations or difficult to reach areas is desired.

WORK CONDITIONS	The position is for a field staff member who will be based in Juba County and may travel frequently to other field office locations in South Sudan.
JOB COMMITMENT	
STARTING DATE	Immediately. Note that the evaluation of applications will be on rolling basis as we begin to receive applications due to the urgent nature of the position.
DURATION OF COMMITMENT	3 months (probation) with possibility of extension based on performance and funding availability.

SUBMISSION OF APPLICATION	<p>The Application should be submitted by email to</p> <ul style="list-style-type: none"> • Hard copy applications sealed in envelop should be submitted at ACRA Office address below: Plot No. 25, Block B (BV), (Off Suk-Libya Road, behind St. Kizito Primary School, adjacent to Munuki Payam Office.) Munuki Block - B, Juba City Council, Central Equatorial State (CES). • Applications through emails should be submitted to jobs@acra-ssd.org without copy to any other email.
CLOSING DATE	12th June, 2023 - 5:00PM
OTHER INFORMATION	<p>Please provide the following when applying for this post:</p> <ul style="list-style-type: none"> • Curriculum Vitae (CV) that contains details of your qualifications, experience, and present position, salary expectation, current or previous position held, contact details and names of three references. <p>Female candidates are highly encouraged to apply Only short-listed candidates will be contacted.</p>

