



## Job Advertisement

<b>Position:</b>	Finance Assistant (1)
<b>Location:</b>	Juba
<b>Period:</b>	12 Months with a possibility of extension
<b>Department:</b>	Operations/Finance
<b>Advertisement Date:</b>	30 <sup>th</sup> September, 2022

### About Us.

As a Company, Consult (SS) Limited is committed to building a team that is inclusive across race, gender, age, religion, identity, and lived experience. We are committed to building a sustainable Company that is professionally managed, profitable, self-sustaining and socially responsible, enterprises providing leading globally recognized services at a simplified one source point, in an ethical manner. Consult (SS) Limited is looking for a Finance Assistant who is passionate and organized to support our finance department with Accounts Payable and other finance functions.

**Job Overview:** The Finance Assistant assists the Head of Operations to contribute to research, planning, appraisal, and delivery of the projects as required as well as managing the Company's data base and finances

### Roles/ Responsibilities

- Process Accounts Payable invoices and disbursements; input into Consult(SS) Limited Database accounting system utilizing proper coding for departments and projects
- Record daily cash receipts and assist with reconciling cash receipts
- Review expense submissions from grant sub recipients
- Assist with data entry into accounting software
- Assist in preparing monthly financial reports



- Support external and internal audits as needed; assist in preparing materials requested by external auditors
- Prepare monthly staff Time and Effort reports for staff signature
- Assist with monthly bank reconciliation
- Prepare and submit deposit and customer payment journals
- Assist the finance team in providing clear and transparent guidance to programs on their respective projects and contracts
- Effectively communicate financial topics and facilitate discussions with non-finance staff
- Other duties as assigned

#### **Requirements/Qualification**

- At least Bachelor's Degree or Diploma in Business Administration/Management, (Finance or Accounting preferably)
- Knowledge of basic bookkeeping principles
- Numerical ability
- Proficiency with Microsoft Excel, Outlook, Word
- Maximum of 1 Year working experience
- Ability to multi-task and ability to prioritize, plan and coordinate responsibilities
- Demonstrate good communication and interpersonal skills

In accordance with the Company's policies, this position is open to South Sudanese Nationals only. All employment decisions at Consult (SS) Limited are based on business needs, job requirements and individual qualifications, without regard to age, disability, gender reassignment, marital status, pregnancy or maternity, race or religion, sex or sexual orientation.

Interested candidates should submit their letter of interest, academic papers with their CVs to [hr.consultsouthsudan@gmail.com](mailto:hr.consultsouthsudan@gmail.com) copying [consult.southsudan@gmail.com](mailto:consult.southsudan@gmail.com) or hard copies can be hand delivered to our liaison office at Nzou Group of Companies located at Hai Malakal, Plot No. 139 Block AXIII Opposite Jass Middle Class from 08:00 – 16:00 Hours from Monday to Friday. ***Only shortlisted candidates shall be conducted for interview***

The deadline for application submission is Friday 14<sup>th</sup> October, 2022 at 16:00hours CAT

*J. K. S. 2022*

