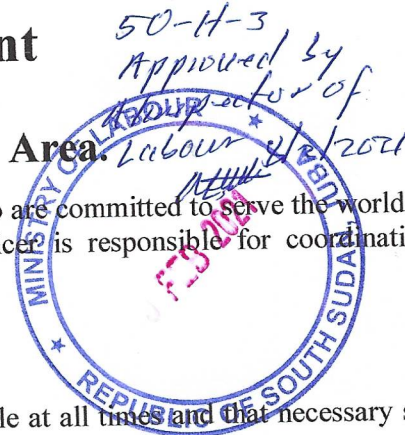


Job Advertisement Finance Officer, Pibor Administrative Area.



Job Purpose: Working as an important member of a diverse team who are committed to serve the world's most vulnerable with practical and compassionate care, the Finance Officer is responsible for coordinating and supporting all financial activities in Medair's Jonglei project.

Key Responsibilities for Finance and Accounting

- Manage in-field cash, ensuring sufficient amounts are available at all times and that necessary security measures are in place and are being followed.
- Conduct regular cash reconciliations, verifying amounts held and reporting any discrepancies.
- Manage and process all Payment Disbursement Forms (PDF) raised by the teams in a timely manner.
- Gather cash need forecast from the project budget holders and liaise with Juba finance team, ensuring that money is transferred between locations in a timely manner and that daily cash needs are met.
- Liaise with Juba finance to support internal and external financial audits, providing all information required.
- Assist in the preparation of annual budgets for each sector in liaison with the PSM and the different sector managers.
- Ensure all financial transactions are carried out in accordance with Medair's policies and donor requirements.

Administration and other duties

- Ensure a clear and transparent paper trail is adhered to for all financial transactions and that all filing and archiving is in line with Medair's guidelines and donor requirements.
- Maintain open and frequent communication with Juba finance department concerning all technical financial issues.
- Scan all financial transactions documentation on a daily basis (ensuring high quality scans) and send them to Juba finance.
- Serve as focal point for NRS payroll preparation. Consolidate all necessary data from HR/Admin in the field location and submit monthly payroll list and schedule salary and other related payments.
- Ensure colleagues are informed of the required finance procedures and be available to answer any finance related questions. Provide coaching and guidance where necessary.
- Adhere to all financial internal controls and ensure that all standardized formats are used and guidelines are followed.
- In liaison with Juba finance team, facilitate the transfer of cash to the field location according to the monthly CNF in a timely and secure manner.

Person Specifications

Essential

- Degree in Finance or Business Administration
- At least two years post-qualification professional experience in a Finance / Administration / Accounting role.
- Good English (spoken and written) and good Arabic (spoken).
- Computer literate and good working knowledge of Microsoft Word, Excel and Outlook.
- Respectful, accountable, honest.

Desirable

- Diploma/Certificate in Finance, Business Administration or Accounting.
- Two-year experience in a non-profit organisation.
- Previous experience with accounting software.
- Knowledge of humanitarian context.



Applications deadline: 25th February 2021

Please submit your application comprising (1) a comprehension CV that includes contact details, education and training background, work experience and 3 referees, and (2) a Cover letter detailing how you qualify for this position to: Recruitment Human Resources Department Medair South Sudan - Theo Road, Hai Tong Ping or : Medair office in Pibor inside Plan International Compound or e-mail: recruitment-sds@medair.org. Due to the Urgency of this role we will be shortlisting applicants on daily basis and might offer the role before the closing deadline.