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Approved by Senior Inspector,
MOL JRS/ST
26 AUG 2024
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Jesuit Refugee Service (JRS) – South Sudan Vacancy Announcement

FINANCE ASSISTANT

Location: Renk.

Application Closing Date: 12th September 2024.

Position: Finance Assistant (1 Position).

Reporting Line: Deputy Project Director for Program in liaison with Finance Coordinator.

Position opened to: South Sudanese Nationals.

Organizational Context:

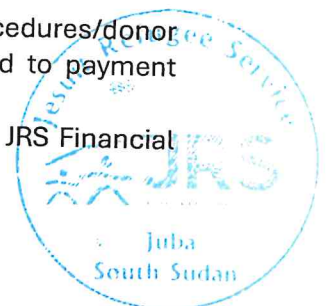
The Jesuit Refugee Service (JRS) is a ministry of the Society of Jesus, incorporated as an international non-governmental organization with a mission to accompany, serve, and advocate for the rights of refugees and forcibly displaced people. The organization was founded in November 1980 and now has presence in over 50 countries. JRS undertakes services at national and regional levels with the support and guidance of an international office (IO) in Rome. JRS service is human and spiritual, working in situations of greatest need, seeking the long-term well-being of refugees and displaced people while not neglecting their immediate or urgent needs. The main services provided are in the field of education, emergency assistance, and psychosocial support and livelihood activities. Currently, more than 724,000 individuals are direct beneficiaries of JRS projects.

Position Description

The main purpose of this position is to manage the day-to-day cash inflows and outflows at Field Office level, establishing and maintaining of field financial systems and records according to JRS rules and regulations. The Finance Assistant will also support the Deputy Project Director to deliver efficient and compliant financial management support to JRS Renk Field Office. In addition, the post holder will play a key role in monitoring the field office budget and help in a day-to-day management of financial resources in close collaboration with the program team.

Key Responsibilities

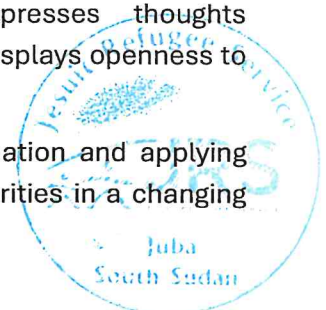
- Provide financial support to all projects & management for the field office.
- Tracking and reporting over all financial records management.
- Managing daily operations financial activities of the projects.
- Maintain both soft and physical financial historical records by filing accounting documents.
- Forecasting cash projections/cash flow & to ensuring office petty cash is managed.
- Monitor budget coding (donor & task line) and provide advice before the expenditure is incurred.
- Monitor outstanding local advances and ensure they are cleared on a regular basis as required by JRS South Sudan /donor policies.
- Ensure all purchases have been made following JRS purchasing procedures/donor requirements and have all relevant supporting documentation attached to payment requisition.
- Weekly uploading of transaction to NAVISION for Juba office to post on JRS Financial System.
- Assist the team in BVA review and Implement action points.



- Ensure all finance documents are stamped, taking into consideration of donor requirements.
- Prepare weekly cash report/cash counts and submit it to the PD for review.
- Assist on monthly transactions list updating.
- Ensure payroll remittances are made each month on a timely basis and share with CO HR to Support the Finance team to follow up with the Human Resources Unit to ensure that tax statutory deductions are made.
- Annually sending of financial documents to CO for Audit and verification.
- Reviewing payments regarding donor budgets line & funds available.
- Conduct weekly and end of month cash counts.
- Receiving & reviewing of all transaction documents that are presented to finance for processing.
- Ensuring that all documents are well supported as per JRS policies & donor rules & regulations.
- Preparation of finance vouchers as supported by original documents for data entry purposes.
- Process day to day payment for JRS office & maintain accounting documents.
- Make sure that compliance with financial policies is adhered in day-to-day financial management.
- Complete all assigned tasks in the JRS financial diary on the date listed for completion thus meeting all deadlines for completing the monthly accounting cycle.
- Ensure all books are closed by the 30th of the month and cash reconciliation completed by the 5th of the month.

Qualifications, Skills & Experience required:

- Must have attained Degree or Diploma in Finance & Accounting from recognized universities.
- Minimum of 2 years of relevant experience working in NGOs/UN agencies at the capacity of Finance or Account controller. working in UN, USAID, BMZ and EU-funded projects is an added advantage for the position. Moreover, the position requires the following needed experience.
- Experience with accounting software systems, including Quickens and other related financial software systems.
- Experience in utilizing and developing financial management tools and Microsoft Office applications.
- Demonstrate financial, accounting, planning and communication skills.
- Effective in written and oral communication as well as interpersonal skills.
- Demonstrate problem solving and analytical skills and good judgement.
- Proactive, have strong prioritization skills, and ability to work cross-culturally.
- **Teamwork:** Works cooperatively and effectively with others to achieve common goals. Participates in building a culture characterized by inclusion, trust, and commitment.
- **Communication:** Effectively conveys information and expresses thoughts professionally. Demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- **Adaptability:** Adjusts planned work by gathering relevant information and applying critical thinking to address multiple demands and competing priorities in a changing



environment, anticipates, monitors, and meets the needs of customers and responds to them in an appropriate and responsive manner.

- **Diversity & Inclusion:** Conveys respect for diverse individuals and perspectives, models inclusive behavior and treats everyone fairly.
- **Professionalism:** Displays appropriate and ethical behavior, integrity, and personal presentation in the workplace, always demonstrates respectful communication for others, both verbal and nonverbal.

Core values

- Commitment to JRS mission, vision and values, and the ability to convey with enthusiasm JRS's role in accompanying and serving forcibly displaced people and in advocating for their rights to protection and a life in dignity.
- High integrity, honesty, and confidentiality, ability to deal tactfully, consistently, fairly, and discreetly with situations, people, and information.
- Acceptance of diversity and inclusion as a core value. willingness to work in flexible, sub-optimal and multi-cultural environments.

How to apply:

Interested candidates should submit their online applications through sds.recruit@jrs.net with the following documents and clearly mark the Job title and duty station in the email subject addressing to HR Department, JRS Country Office, Juba (South Sudan), application deadline is **5:00 pm of September 12th, 2024**. Hard copy applications should be submitted to our Renk Office in Hai lmtidat Gedim adjacent to UNHCR Office.

1. An updated cover letter demonstrating the candidate's suitability against the ideal Candidate Profile outlined above.
2. A current Curriculum Vitae (CV) with three Professional References.
3. A copy of Nationality ID.

PLEASE NOTE: Due to the urgent need to fill this position, we will be reviewing applications on daily basis. only candidates who apply by the deadline and meet the Job requirements will be considered. However, shortlisted candidates will only be contacted, the first phase of Interview will be a Written Interview and those successful during the Written Interview will be invited for Oral Interview which is the second phase. **Female candidates are strongly encouraged to apply.**

Commitment to Child Safeguarding

JRS is committed to safeguarding of children (**under 18 years**) who encounter with JRS South Sudan personnel and volunteers in all JRS South Sudan works. All JRS-South Sudan Staff are expected to comply with JRS Child safeguarding Policy and Procedures in this regard and to sign a declaration of commitment to this effect.

Commitment to Protection of Sexual Exploitation, Abuse and Harassment (PSEAH)

JRS-South Sudan takes the protection of sexual exploitation, abuse and Harassment (PSEAH) serious, and all the JRS-South Sudan personnel and volunteers are expected to comply with the JRS-PSEAH policy and to sign declaration of commitment.

