

**SOLIDARITÉS
INTERNATIONAL**



JOB ADVERTISEMENT

Finance Responsible

Duty station: **South Sudan, Juba based**

Date Issued: 21th July 2023.

Closing date: **9th August 2023.**

Category: **Level: C-1-1 Gross salary 1332 USD.** National staff posting (**for South Sudanese only**)

Presentation of organisation:

SOLIDARITES INTERNATIONAL is an international humanitarian organization which provides aid and assistance to victims of war or natural disaster. For over 40 years in actions have focussed on meeting three vital needs; water, food and shelter. Solidarites International has been present in South Sudan since October 2006 and the mission currently consists of both emergency and post emergency programs.

MISSION

Goal/Purpose:

The Finance Responsible supports the Admin coordinator in processing SI's accounting operations on the mission.

He/she is one of those charged with ensuring that SI rules and procedures regarding commitment and follow up of expenses are followed at the base level as well as at the coordination level.

He/she offers administrative support to administrators and teams on all matters relating to accounting.

JOB (JD)

List of main activities:

Team management

- Participate in training the administrative teams
- Ensure that field admin assistants are trained
- Train and supervise the cashier (if any) of the coordination base



- Verify the coordination base's accounting

Financial, accounting and budgetary management

- Carry out preliminary budgetary controls to be forwarded to the administrator and regularised

Management of the mission's accounting

- Ensure that lease contract sums due are paid and distribute the burden of costs
- Check with the HR department that the personnel database is complete and up-to-date
- Allocate invoices for expenses from/for other missions (inter-mission expenses)
- Centralize the accounting for different bases within SAGA
- Verify the accounting for the different bases (description, accounting codes, analytical codes, monthly exchange rate)
- Carry out a systematic monthly check of advances from each cash box (matched and unmatched)
- Carry out transaction matching at a mission level
- Carry out physical checks of supporting documents received from the bases
- Check cash box inventories and bank reconciliations for each Balzac
- Ensure that the monthly accounting documents are compiled and sent to the headquarters: accounting board, cash box inventories, bank reconciliations) after validated by Support Coordinator
- Integrate the exchange rates sent by the headquarters into SAGA every month
- Monitor the monthly allocation of Paris costs incurred by the headquarters within SAGA
- Send SAGA to bases following monthly integration at the headquarters
- Monitor voucher creation at bases level and the monthly return of base documents to the coordinating level
- Verify vouchers and other accounting documents to be sent to the headquarters every 6 months
- Supervise the semi-annual analytic closure and the annual accounting closure with the administrative team, under the supervision of the support coordinator (expenditure incurred, analytical and budgetary allocation, leave balances, donations in kind, equipment assets etc.)

Administrative HR management

- Verify monthly payment operations (Balzac VX)
- Ensure that taxes are paid to the authorities on timely basis

Administrative management of the mission

- Ensure physical and IT archiving, as well as securing accounting documents
- Conduct the quarterly mailing of accounting archives to headquarters after internal inspection

Reporting/communication

- In conjunction with the support coordinator, monitor whether accounting documents are consistent with interim and final financial reports
- Ensure that declarations and payments of taxes and contributions are made to the relevant organizations
- Prepare and assist with audits or possible inspections



ORG CHART POSITION (reporting and functional relationships)

Line manager: Admin coordinator

Functional report(s): Base Administrators

Required profile :

- Degree in Administration, Finance, Accounting Option.
- Good knowledge and experience of working with local communities, authorities and partner agencies.
- Good communication skills and the ability to work well in a team.
- Good level of English (both written and spoken),
- Must be flexible, hardworking, rigorous, solution-oriented and have ability to work under pressure.
- Previous experience of at least 3 years on the same position is must.
- Computer skills and knowledge of Microsoft programs (especially Word and Excel) is mandatory.
- Knowledge in SAGA accounting software is an added advantage

Working hours: **From Monday to Friday 7:30-4:30**. As an executive job, some flexibility can be expected from the employee.

Please submit your CV, cover letter, **photocopies** of diplomas, certificates of employment as **one (1) attachment** to: juba.adm.recruitment@solidarites-southsudan.org Or hand deliver to SOLIDARITES INTERNATIONAL OFFICES in JUBA.

Note!

1. **Subject of the email MUST** clearly mark the position you are applying for as it appears on the advertisement.
2. SOLIDARITES INTERNATIONAL keeps all applications. No file will be returned to the applicant
3. Deadline is: **9th August 2022** however due to emergency nature of the position shortlist will be done on rolling basis, position can be filled before the deadline, any application sent after this date will not be considered.

Due to the emergency Nature of the position, the applications will be screened on a rolling basis.

"Women with the required skills are highly encouraged to apply".

