

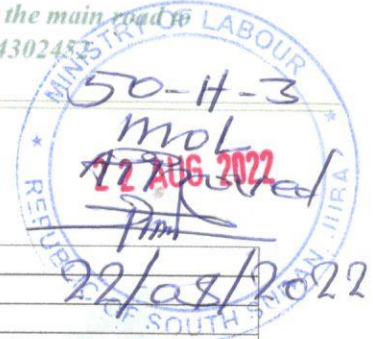


# ACROSS AFRICA DEVELOPMENT ORGANIZATION

Working for a Better Africa

Munuki Block C, Opposite Antipas Pharmacy, about 500m from the main road  
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## External Vacancy Announcement - AADO

Job title/Position	Field Cashier
Working hours per week	40 hours
Reports to	Accountant
Employment start date	At the start of 15th September 2022 (Mid-September 2022 to 30th April 2023)
Reporting to position	None
Location	Magwi County
Closing deadline	8th September 2022
Number of positions	One

### Introduction

Across Africa Development organisation (AADO) is a national organisation working in most of the states of South Sudan, in the themes of Gender and Protection, Food Security and Livelihoods, Education, Woman Empowerment, and looking at Health as well, and we are dedicated to work with the communities at this pivotal time. Across Africa Development organisation (AADO) is a 'dual mandate' organisation and as such equal priority will be given to both humanitarian and development work. This is the only way we are able to ensure that some of the fundamental rights that we believe woman have, such as survival, safety and constant access to protection and empowerment, can be guaranteed.

The Cashier will report directly to the Finance and Grants Manager (FGM). The Cashier will also work closely with the field programme team, Area Field Officer and Juba Finance staff of various programmatic departments to ensure cash needs/financial adherence.

### Job Purpose

He /She will oversee proper documentation and supply of office petty cash, make cash payments as required by the office and ensure strict compliance with Field Office Cash Handling and Petty Cash Policies.

### Key accountabilities

- 1.0 Oversee proper documentation and supply of office petty cash.
  - Prepare bi-weekly or monthly cash requests and ensure timely supply of cash from bank to the office;
  - Oversee petty cash safe and ensure proper security is maintained at all times;
  - Issue cash to personnel in a timely manner upon confirmation of correct authorization;
  - Ensure proper documentation of all petty payments;
  - Ensure movements of cash are immediately recorded;
  - Ensure staff members clear advances as required by the AADO policies and procedures
  - Ensure cash balances are correct at the end of each working day.
- 2.0 Make other cash payments as required by the office
  - Receive cash specifically for other payments as required in a secure and organized manner
  - Make payments to suppliers and contractors as necessary in other cash payments.
  - Make reimbursements to staff for business expenses with proper authorization and controls.
- 3.0 Ensure strict compliance with Field Office Cash Handling and Petty Cash Policies
  - Use petty cash and other cash supplies in compliance with Field Office policies regarding security
  - Make payments only with proper procedures and proper authorizations
  - Inform Finance Manager/Accountant of any breaches in security or policy
- 4.0 Maintain inventory of the vouchers and other support books
  - Take periodical stock of the books used in the finance office
  - Monitor the transfer of books used in the field offices
  - Prepare the supply request after the stock reaches the re-order level



5.0 Performs any other duties and tasks, which are commensurate with the responsibilities and level of the post

**Person specification**

- Minimum of a Diploma level in accounting or bookkeeping
- Experience and knowledge of effective financial and budgetary management of projects from donors with strict requirements.
- Ability to analyse information, evaluate options and accounting, and procurement manuals and procedures.
- Computer Skills
- Excellent written and spoken English and Juba Arabic or local language
- Good human relations skills.

**Application Procedure:**

Qualified national persons with the required skills are invited to submit their applications accompanied by detailed professional resume and cover letter as a single document i.e. with the cover letter being on the first page and the CV starting on the second page or separately, detailing three work related referees and contacts to human resources department [aziku.aado.org@gmail.com](mailto:aziku.aado.org@gmail.com) and [john.aado.org@gmail.com](mailto:john.aado.org@gmail.com) before 4:30 PM on 8th September, 2022 with the subject line "Field Cashier". Alternatively, you can submit hard copy of your applications in English, together with copies of updated CV, cover letter, academic documents, National ID card and three references with their contacts to Crown Computer Center, Magwi Town Roundabout, or contact 0920609850, 921685253/Vicky@ Crown Computer Center.

