

**ADVERTISEMENT**

**Job Title:** Senior Finance and Admin Officer (SFAO).

**Location:** Juba.

**Timeframe:** Duration is the Job (6 months) with Possible Extension based on donor funding.

**Opening Date:** 18<sup>th</sup> June 2021.

**Closing Date:** 7<sup>th</sup> July 2021.

50-H-3  
Approved by  
Labour Inspector



**About IsraAID**

IsraAID is a non-profit, non-governmental working in 15 countries worldwide to provide assistance to populations affected by the conflicts, natural disasters, massive displacements and acute poverty.

IsraAID started its activities in South Sudan after the country gained independence in July 2011. Since then, IsraAID has been accompanying its national partners in their efforts to build effective mechanisms to address some of the most urgent social and protection challenges facing the population of South Sudan, especially Gender-Based Violence, Child Protection, And post-trauma assistance.

IsraAID, in collaboration with its national partners, is conducting protection programs in Greater Mundri-East/West, Maridi, Juba, Kajo Keji, Morobo, Lainya, and Yei in South Sudan.

IsraAID's program objectives in South Sudan are:

1. Building the capacity of, and empowering, national partners and service providers working with communities affected by conflict and displacement;
2. Accompanying the national partners in their efforts to develop and implement sustainable programs and services that address the protection, education and health needs of the communities affected by conflict and displacement.

**RESPONSIBILITIES OF THE SENIOR FINANCE AND ADMIN OFFICER**

IsraAID is looking for a Senior Finance and Admin Officer to manage the Financial and Compliance needs of IsraAID in South Sudan.

This position is an exciting opportunity to engage in Financial Strategic Management, develop experience with Donor Compliance, and one step forward in your career.

We need someone with experience in working with complex Excel files and in Budgeting. Required critical thinking skills in terms of Finance Management, and experience in Financial Controlling, which includes a sound knowledge of Accounting principles.

The person needs to like desk-based work, controlling and establish procedures for compliance, and work with Excel files.

Hard-worker, self-driven, and comfortable in working independently are key traits of the person we want to recruit.

Fluency in English is compulsory. This position will be based in Juba and will initially report to the Country Director.

Responsibilities include:

**DUTIES AND RESPONSIBILITIES OF SENIOR FINANCE AND ADMIN OFFICER.**



The Senior Finance and Admin Officer will:

- Assist with Budgeting, Planning and Financial Control
- Responsible for the monthly budget execution, including the monthly forecasts, planning and cash flow management;
- Ensure that the monthly budgets match the annual budget;
- Present & facilitate review of actual to budget expenditures with Country Director, Program Director and Program Managers.
- Compile and timely submit the monthly financial report to HQ and to donors as per the specific donor requirements.
- Come up with budget templates when developing donor budgets during proposals development.
- Provide recommendations for budget realignments as required.

**Control And Monitoring:**

- Ensure adherence to finance policies, systems and procedures for IsraAID, Donors and Statutory regulatory requirements for South Sudan;
- Review and account for procurement transactions to ensure adequate supporting documentation, accuracy of amounts and control over payments;
- Maintains the organizations system of accounts ensuring all accounting data is updated, reconciled and fully supported;
- Support internal and external audit procedures.

**Cash And Transaction Management:**

- Manage the organization's cash flows, and record all cash transactions;
- Oversee preparation and execution of bank orders as needed and oversee transactions;
- Prepare weekly payments roll-out;
- Ensure maintenance of accurate records of financial transactions of the country office in order to monitor financial status of all project activities.
- Administer petty cash and keep appropriate financial records.

**ESSENTIAL SKILLS REQUIREMENTS, KNOWLEDGE, AND COMPETENCIES**

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IsraAID is a registered non-profit organization in Israel under the name

IsraAID: The Israel Forum for International Humanitarian Aid (Amuta/Org. number 58047295-9)

The Senior Finance and Admin Officer must have the following qualifications and competencies.

- Bachelor's degree in Finance or Accounting; CPA a plus;
- Previous NGO working experience in accounting and/or financial analysis – minimum 3-4 full years;
- Strong demonstrated use of Excel, Word, and PowerPoint;
- Critical thinking and leadership in Finance analysis;
- Must be assertive but empathetic and has the ability to easily talk to different people;
- Ability for teamwork and lots of patience in a changing environment and needs;
- Knowledge and experience using a financial system such as QuickBooks.
- Commitment to abide by IsraAID's and UN's codes of conducts and principle.

#### LANGUAGE

The candidate must be fluent in English as official Language as well as Arabic (preferably Juba local Arabic).

#### HOW TO APPLY

Please submit your application cover letter outlining your skills and experience (Copy of CV, National ID and Academic certificates) to [gmanyok@israaid.org](mailto:gmanyok@israaid.org) / [kdonnelly@israaid.org](mailto:kdonnelly@israaid.org) before the deadline OR submit your hardcopy application to IsraAID HR department to the attention of Operations Manager, IsraAID Office is located at Lukas Building Along Airport Road, Thong Piny Area, Off Road AU Residential Apartment, Juba, South Sudan.

***This post is opened to South Sudanese candidates only and women candidates are strongly encouraged to apply in this post***

