

Title: Cashier  
 Reporting to: Finance Manager  
 Location: Pibor  
 Advert running from: 19<sup>th</sup> July 2023  
 Closing Date: 4<sup>th</sup> August 2023

**ASSIGNMENT**

The Cashier is responsible for the regular bookkeeping of one or more cash boxes, keeping the advances ledger, checking supporting documents, preparing payments and compliance with the organisation's standards and the country's regulatory framework

**CHAIN OF COMMAND**

Under the authority of:

Finance Manager

Responsible for:



**WORKING RELATIONS**

Internal:

- Area Manager
- Project officer
- Cross-cutting departments staff

External:

- Donors
- National Authorities
- National and International Partners (including working groups and coordination bodies)
- National and provincial Media
- Partners etc



**Background**

HI has been operating in South Sudan since 2006, implementing humanitarian and development actions aimed at promoting the rights, safety and quality of life of vulnerable populations, particularly persons with disabilities, mental health problems and functional limitations across the country. HI's current portfolio adopts an integrated and multi-sectoral approach which includes interventions centred on MHPSS, Protection, Functional Rehabilitation and livelihoods with disability inclusion a cross-cutting theme across all programmes. In 2021, HI will continue to implement interventions in these areas, whilst transitioning to post-emergency and recovery programming.

# Vacancy Announcement

## Missions / Responsibilities

### Mission 1 : Strategy and steering

- Monitors and reports to his or her line manager and functional manager on the cash-related risks of which he or she is aware and contributes towards their mitigation.
- Participates in the strengthening of partners' skills in the cash-flow management field.

### Mission 2 : Standards and expertise

- Deploys all of HI's cash-flow management policies, processes and tools within his or her area of responsibility.
- Complies with the General Data Protection Regulation (GDPR)
- Contributes to internal control within his or her area of responsibility and implements the corrective actions identified.

### Mission 3 :

Operational implementation

Responsibility 1 : Makes payments and pays advances

- Pays in and disburses money from the cash boxes for which he or she is responsible and records the movements in a cash ledger.
- Pays advances, records them in an advance ledger and clears them.
- Regularly checks the cashbox balances against the cash ledger and the advances ledger.
- Monitors the availability of cash in the cash boxes and alerts the Treasurer if there is a risk of shortage.
- Prepares cheques and bank transfer orders, submits them to the bank signatories and keeps a copy.
- Monitors the number of chequebooks available and orders new ones as necessary.
- Adheres to security and safekeeping procedures and alerts his or her supervisor in the event of an incident.
- Carries out cash inventories and informs the accountant of any outstanding advances at closing of accounts.

Responsibility 2 : Ensures the quality and availability of supporting documents

- Checks the admissibility of the supporting documents with regard to HI and country rules and transmits these supporting documents to the accountant for recording in the accounting Information System (IS) and archiving.
- Monitors advances and their supporting documents.
- Prepares any supporting documents asked for by internal or external auditors.

**Mission 4 : Profession facilitation** • Contributes towards the facilitation of the profession's development in his or her area of responsibility.

**Mission 5 :** Emergency preparedness and response

- Contributes to the program's emergency preparedness actions and, during an emergency, adapts his/her work modality to contribute to HI's effective humanitarian response



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## Other skills

### Academic Qualifications Required for position

- Applicant should possess a South Sudan national ID.
- Bachelors/Diploma in Accounting and Finance
- Business Administration (Accounting and Finance)

### Other Professional Qualifications Required for Position

- Able to communicate in English
- Fluent in Murle and arabic local languages

### Work Experience Required for position

- Minimum of 3-4 years of similar working experience, especially with Humanitarian Organizations.

## **HOW TO APPLY**

Qualified Applicant is required to submit his/her motivation letter and CV of not more than 5 pages clearly explaining you're fit for this position.

You can submit your CV and Cover Letter to Pibor Matar A in the compound of "For Africa" Pibor Town or by email to [recruitment@southsudan.hi.org](mailto:recruitment@southsudan.hi.org) not later than 4<sup>th</sup> August 2023

**This is a National recruitment**

**Humanity and Inclusion is an equal employer and encourages applications from qualified Female candidates and persons with disabilities.**

