



# COMMUNITY ACTION ORGANIZATION

OFFICE ADDRESS PLOT NO 6 BLOCK(I). 4TH CLASS. HAI COMMERCIAL- JUBA PAYAM RESIDENTIAL AREA, CENTRAL EQUATORIA

REPUBLIC OF SOUTH SUDAN

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50-H-3  
Approved by senior inspector  
MOL/ISS/1  
05/07/2023

<b>Job Title:</b>	Senior Finance Officer
<b>Number of Positions:</b>	01
<b>Reporting to:</b>	Finance Manager
<b>Department</b>	Finance and Operations
<b>Locations</b>	Juba with Frequent travel to the Field

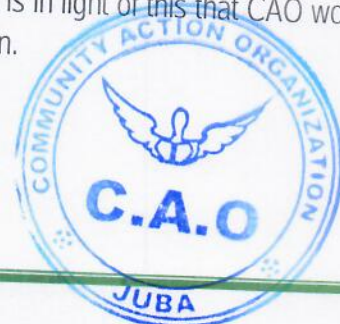


## Background

CAO is a National Non-Governmental, non-political, and not-for-profit organization to address humanitarian needs, transition, and development assistance. Our mandate is to build capacities of South Sudanese communities through socio-economic development, peacebuilding, access to justice, promotion of human rights, good governance, formal and non-formal education, nutrition, WASH program, health services, poverty alleviation through initiatives such as agricultural capacity building programs and promotion of cultural tolerance.

CAO was established in 2014 with over 8 years of operations in Jonglei, Upper Nile, Central Equatoria and Warrap States of South Sudan with field offices in Ayod, Fangak, Akobo, Pigi/Canal, and Uror in Jonglei State and Nassir and Ulang in Upper Nile and Twic in Warrap state with a head office in Juba. Over 100 people, a mixture of South Sudanese and foreigners are employed by CAO South Sudan.

Through funding from SSHF and World Bank, CAO is implementing intergrated lifesaving and a general health service provision in the Counties of Canal/Pigi, Ayod and Fangak. It is in light of this that CAO would like to recruit a competent South Sudanese candidate for the above position.



## Job Summary

The Job holder will be required to provide a high level of support to financial accountability and operational functions including Accounts Payable, Accounts Receivable, Cash Management, Banking, and Payroll

He/she will be responsible for ensuring ongoing general financial administration services and cash management. This role involves working to strict monthly deadlines in line with CAO's month-end closure and monthly payroll timetable. The position-holder will be expected to work flexibly in order to meet key deadlines.

Overall, this position holder at CAO will respond to general department inquiries, provide administrative and accounting support, and coordinate designated projects designed to strengthen the finance and accounting functions

## Main Responsibilities

- Registering supplier invoices on Integra promptly and ensuring they are allocated to the correct authorized signatory post profile on Integra.
- Ensuring that the daily post of invoices/bank statements received in the team is appropriately dealt with by the team.
- Responsibility for ensuring that sales and purchase invoices, e-bills, credit and debit notes are processed promptly and accurately on Integra (Finance System).
- Monthly preparation of top 10 supplier statement reconciliations and resolution of any queries that arise as a result of the reconciliation.
- Responsible for the accounts bank reconciliations on a monthly basis. This involves processing all the transactions that are processed in the bank account, ensuring they are accurate and are reflected in the company's accounting system. On a monthly basis, all bank accounts must be reconciled to the bank statement and any reconciling items identified.
- Responsible for providing the month end bank balances for all bank accounts so as to ensure that the cashflow reports and all other treasury management reports can be produced by the accountants.
- Responsibility for being the Treasury Management point of contact for providing end of period bank information for the quarterly submission.
- Responsible for managing the banking of cheques and cash including ordering cash, collecting cash required to top up petty cash or as required by the business.



- Responsible for being the general point of contact for all banking administration matters and liaising with the bank managers/ bank support teams in relation to these matters. This responsibility involves adding new signatories, removing existing signatories, closing bank accounts, coordinating the application forms for opening new accounts, and other ad hoc banking administration matters as directed by the Accountant/ Head of Finance/ Director of Resources/ Senior Group Accountant.
- Responsibility for checking and reconciling the monthly variations to pay and cash breakdown payroll reports/files and carrying out a detailed salary trend monitoring on a monthly basis. This involves querying with HR any material increases/decreases in relation to the net pay of CAO's staff salary payments.
- Processing of monthly staff payroll claims on time.
- Responsibility for the payroll balance sheet account reconciliations on a monthly basis. This involves investigating and resolving any discrepancies and ensuring that the accounts are clear at month's end or that any reconciling items are identified and corrected appropriately.
- Responsible for Petty Cash Reconciliation on a monthly basis. This involves investigating and resolving any cash discrepancies. This involves managing petty cash by carrying out weekly dual cash counts followed by a weekly reconciliation.
- Full responsibility for processing CAO's payments to suppliers and staff using the online banking system.
- Responsibility for making the monthly PAYE Tax payable to Government of South Sudan Revenue
- Receiving, checking and processing project implementation expenses, reimbursement forms in line with the CAO's finance Policy.
- Support Finance manager and team during the internal and external auditors in completing their audit reports on quarterly and annual basis.
- Other ad hoc work and support as requested by the Finance Manager any Senior Finance Managers at CAO.
- To be adaptable in providing general support in the financial and accounting team at CAO. For instance, provide administrative and operational support to Finance Manager but not limited to:

- Generate reports from accounting software for management and grant reporting
- Actively participate in the creation and preparation of Field and HO reviews and training
- Provide overall logistic and administrative support to Finance Team (HQ and Field)



### Key Working Relationships

Reports to: Finance Manager

Directly supervises: Finance officers and Field level finance Assistants

### Job Qualification

**Education:** Bachelor's degree in Accounting, Finance, Business Administration or related major

**Experience:** 2-3 years of directly relevant experience strongly preferred, especially accounting and finance experience in either national or international NGO

### **Demonstrated competencies and skills:**

- Proficiency with Microsoft Office Suite especially Excel
- Ability to manage high volume workload in fast-paced, deadline driven environment
- Excellent verbal and written communication skills with the ability to provide strong customer service
- Familiarity with Treasury management systems
- Must be detail-oriented, well-organized, with the ability to manage multiple projects and priorities simultaneously
- Able to exercise effective judgment, sensitivity, creativity to changing needs and situations.
- Demonstrated experience for working with employees/members in dealing with confidential issues
- Ability to work in a team environment as well as independently

**Information on application:** Qualified and interested candidates can send their application letters and updated CVs to [commaction.org@gmail.com](mailto:commaction.org@gmail.com) or hand deliver to CAO Head office in Hai Tijaria along Kokora road **NOT later than 24<sup>th</sup>/July/2023**. For direction call +211927800206

**Please note that this position is urgent, therefore, Applications will be reviewed in a rolling basis** Applications must be clearly addressed to the Human Resources officer CAO with the position clearly indicated.

CAO is an equal opportunity employer however; Female candidates are strongly encouraged to apply. Applications received after the deadline and the ones that are not properly addressed will not be considered. Only the successful candidates will be contacted.

