



Stromme Foundation
FIGHTING POVERTY

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JOB OPPORTUNITY

Position: Finance and Administration Officer
Duty Station: Juba; South Sudan, with some travel to field locations.
Reports to: Financial Controller and Trainer (FC&T); with dotted line to the Country Team Leader.
Duration: 12 months extendable; subject to performance and funding availability.
Salary remuneration: As per Stromme Foundation salary scale

This job vacancy is strictly for South Sudanese nationals.

Application Deadline: 20th August 2021
Expected start: 6th September 2021

EXTENDED TO 20th SEPT. 2021



Stromme Foundation (SF) is a Norwegian based international development organization that works towards a vision of a world free from poverty. We have a mission to eradicate poverty through interventions in the fields of Education, Livelihoods and building strong civil society. Our identity is based on Christian values and strives to approach all people with dignity and openness, with deep respect for human dignity and a conviction of the value of equitable partnership. Through local partnerships, SF in East Africa works to empower people to create sustainable communities in rural, poor hard to reach areas of Kenya, Tanzania, South Sudan, and Uganda. Our regional office is in Uganda with a satellite office in Juba, South Sudan

Job Summary:

The SF Finance and Administration Officer is required to carry on a supportive role in the day – today financial management systems related to policies and procedures and general administration of activities of SF Juba office in line with the Regional Office operations Manual. The Finance and Administration Officer will work closely with the Financial Controller and Trainer and Business Support Unit in Organizing Partner Trainings and as a secretary in different workshops.

The Finance and Administration Officer should always demonstrate exemplary Christian stewardship.

Main responsibilities and duties but not limited to:

- Petty cash management for the Juba office and preparation of approved payments and ensuring that the finances are properly administered in accordance with SF's financial regulations and controls
- Maintenance of proper books of account for the Juba Office and will be required to use Agresso accounting package.
- Receiving payment requisitions, writing vouchers, attaching full support documentation, following up approval, writing cheques and entering them into the accounting package.
- Safe custody of SF cheque books, payment vouchers and cash and to operate an imprest system where authorized float is maintained. S/he will ensure that payments documentation



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southsudan@stromme.org

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are stamped paid, when paid, and that cancelled cheques are stapled back into cheque stubs and punched to cancel.

- Preparing monthly bank reconciliation statements for SF Juba Office bank accounts.
- Withdrawing funds from the SF bank as maybe required or even when other bank Agents are not around
- Work with Financial Controller and Trainer on necessary end of year financial procedures, financial statements, and books for the external auditors
- Prepare weekly cash status report and share with the FC&T.
- Give assistance to the SF partners in South Sudan to improve on financial management and ensure timely transfer of funds from RO. This will include Bushsoft trainings, audit spot visits and any other financial management trainings
- Ensure all statutory deductions e.g., PIT, NSIF and tax on rent are deducted and paid on a timely basis.
- Timely payment of staff salaries
- Supervision and giving necessary support to the support staff i.e., the driver to ensure that the programme vehicle is properly maintained and used in accordance with the SF procedures, the Landlord to ensure that the offices are always kept clean, and provide Front desk services, and to ensure that the office equipment are well serviced and maintained
- Should provide administrative and secretarial support for internally organized workshops, seminars and or meetings.
- Making follow ups for staff bookings and reservations for hotels and flights.
- Provide administrative support to Human Resource Management e.g. managing leave schedules and ensuring that all personnel records updates are effected
- Ensure General staff meeting minutes are made and circulated on time, signed and filed
- Ensure that all our contracts for regular/routine services are up to date and valid.
- Ensure that all necessary Insurance cover policies are updated on a timely manner.
- Work with FC&T in maintaining and updating the assets register
- Monitor all our equipment and vehicle insurance policies and ensure these are renewed on a timely basis.
- Manage and rationalize vehicle requests
- Ensure timely vehicle service and manage any warranties
- Perform any other duty delegated by the CTL / FC&T of SF Juba office

Person Specifications:

- University Degree in Business Management/ Administration, commerce, with accounting or Finance Option; or other relevant qualification.
- Experience of at least 3 years in an NGO.
- Member of ACCA, CPA preferred
- A demonstrated level of exceptional Professional enthusiasm.
- A demonstrated ability to build both internal and external collaborative relationships.
- Quick learner, responsive and self-driven
- Self-motivated with excellent written and verbal communication skills.



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- A good trainer
- Identifies with Christian values

Application Procedure:

Only eligible persons should send an application letter, detailed Curriculum Vitae, copies of your nationality certificate, academic credentials, and day-time phone contacts for three referees through email by 20th August 2021.

EXTENDED TO 20TH SEPTEMBER 2021

ONLY send to

email to: geriga.yassin@stromme.org and copy Juliuos.Ebam@stromme.org

Hardcopies of applications will not be accepted

All applications should be sent not later than **the deadline shown above**

Please note:

1. Only shortlisted candidates will be contacted.
2. This is a national position, no relocation payment is done.



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81