



**JOB VACANCY**

<b>Vacancy opening</b>	Cashier
<b>Position open for:</b>	<b>South Sudanese Nationals only</b>
<b>Advertisement date:</b>	18 <sup>th</sup> Nov, 2021
<b>Duty Station:</b>	Juba
<b>Reports to</b>	Finance Manager
<b>Number needed</b>	01
<b>Duration of contract</b>	Six months with possibility of extension
<b>Start Date</b>	ASAP
<b>Closing date:</b>	8 <sup>th</sup> Dec, 2021



**JOB SUMMARY**

Support the Accountant and finance department in ensuring that the financial administration and accountancy of HCI is complete and accurate. Assists in ensuring that financial supporting processes are running effectively and efficiently to enable programme staff and partners to carry out the projects, to report to donors and to enable head office to have a timely and transparent insight into the financial status, risks and forecast of the organization programme.

**MAIN RESPONSIBILITIES**

Responsible to keep all the records of cash and bank reconciliation up to date.

Assignments and functions

1. Assist in Preparing all financial documents (invoices, vouchers, cheques etc.)
2. Assist in Cash management and daily reconciliation.
3. Assist in Preparing documents for electronic payment through the bank.
4. Assist in Payment of vendors.
5. Assisting the Finance Office in entries of transaction.
6. Assist in Preparing and keeping of the cash book.
7. Assist in Maintenance of the books of accounts and records of all expenditures and revenue.
8. Assist in Organizing and filling of the accountability receipts.
9. Assist in Verifying the completeness of the payment documents.

# **HUMANITY FOR ALL**



HUMANITY CARE INITIATIVE

10. Assist in Performing bank transaction on request.

11. Any other duty assigned.

## **KNOWLEDGE, SKILLS, ABILITIES AND EXPERIENCE REQUIRED**

### **Education**

- Diploma or Higher Diploma in Accounts or related field.

### **Knowledge and experience**

- Minimum of 2 years' experience in accounting.
- Working experience in related sector will be an added advantage.
- Knowledge of Microsoft office.

### **Skills**

- Competent in use of Microsoft applications especially Excel and Word
- Excellent interpersonal and communication skills
- Good writing skills
- Accuracy
- Fluency in written and spoken English. (Arabic as an added advantage)
- Ability to work under pressure and meet strict deadline
- Ability to work independently

### **Attitudes**

- Proactive and takes initiative.
- Flexibility
- Respect when dealing with others.
- Presentable, outgoing with a pleasant character
- Identify him/herself with the mission, vision and values of HCI Foundation.



***Commitment to the vision and goals of Humanity Care Initiative is essential.***

**Note:** *Female candidates with the right expertise are preferred and highly encouraged to apply.*

### **How to apply:**

**Cover Letter** along with an updated **CVs** with details of **three most recent referees**, copies of certificates and National ID to be submitted via [recruit.hciss@gmail.com](mailto:recruit.hciss@gmail.com). The position **"CASHIER"** must be clearly indicated in your *subject line of email*.

**Humanity Care Initiative values your applications; however, only shortlisted candidates will be contacted.**