



Finance Assistant
Based in Nimule, South Sudan:

Background:

Drop in the Bucket is a registered international NGO that has been operating in East Africa since 2006. We work directly with underserved and marginalized communities in remote areas of Uganda and South Sudan.

Our program, Promoting Girls Education in South Sudan (ProGESS), is a scholarship scheme for underprivileged girls who have excelled academically to attend secondary education and pursue their academic dreams. The program also supports teacher development, monitoring and supervision of teaching and learning in primary schools. Our goal is to assist children reach their full potential through access to quality education.

DROP is actively seeking enthusiastic, qualified and experienced candidate who is committed to our vision, mission and values to fill the opening position of **Finance Assistant** in Nimule field Office.

Duties and responsibilities of the Finance assistant:

Budget preparation and monitoring

- Support the Head of Finance Manager in the preparation of weekly, monthly and annual expenditure forecasts
- Prepare monthly budgetary control statements to determine financial performance of the project

Financial Administration

- Review the codes on the payment requisitions before entry into Finance system
- Review of staff accountabilities like travel accountabilities, entry in the system and reconciliation on a monthly basis
- Process payments through the electronic banking system and by cheque.
- Implement and maintain an effective filing system to ensure that all financial records are easily accessible and readily available.
- Produce a separate audit file for DROP project containing clearly referenced copies of all necessary support documents - centrally for project implementation in two project countries
- Check and carry out the petty cash counts each month with the Education Project manager
- Support review of partner documentation on other projects as requested Finance System
- Check the correctness of coding, completeness of financial documents and review the payments prior to posting to the Financial system
- Verification and certification of accurate transactions in accordance with the standard guidelines
- Reviewing financial expenditures in the system and compiling monthly expenditure reports, analyze the reports and present it to the Finance Manager for discussion

Audit Facilitation

- Facilitating both internal & external audits and the preparation of financial statements for auditors both office and donor audits.



Qualifications and experience

- Desired - A degree in Accounting/ Finance or related field
- Desired - At least 2 years working experience in a similar position with International NGO's.
- Desired - Previous experience working with donor funds (or complex donor) funded grants
- Excellent computer skill (MS Office package) and other web-based accounting systems.
- Good interpersonal & communication skills, including intercultural communication
- Excellent language skills in English and Arabic
- Stress management and ability to multitask
- Analytical and problem-solving skills Competencies needed:
- Essential - Willing to learn and a keen eye for details
- Self-motivated, pro-active and result driven
- Being an open and reliable person with high integrity
- Ability to work independently (plan, prioritize, meet deadlines, communicate) independently) but at the same time being a team player
- Ability to connect with people of different backgrounds
- Ability to transfer skills
- Gender sensitive

Application Process

Those who meet the requirements please submit a one-page cover letter and CV (no more than 4 pages) with details of your qualifications and work experience including three professional references. All offers of employment are made contingent upon the successful completion of all applicable background checks.

Applications send CVs, with references, to: jobs@dropinthebucket.org not later than 16th March 2021

Please Note

1. DROP is an equal opportunity employer.
2. Only finalists shall be contacted.
3. All documents submitted will not be returned and are subject to authenticity and background checks.

We encourage you to visit our website: www.dropinthebucket.org for more information about our work.

