



VA released date: June 22, 2021

Vacancy announcement

Malteser International, the worldwide relief agency of the Order of Malta for humanitarian aid, with over 100 projects annually in some 25 countries throughout Africa, Asia and the Americas for people in need, regardless of their religion, origin or political affiliation. Its mission is to provide emergency relief as well as to implement rehabilitation measures and to facilitate the link between emergency relief and sustainable development. Christian values and the humanitarian principles of impartiality and independence form the basis of its work in the following areas: Relief, Reconstruction & Rehabilitation; Health & Nutrition; Water, Sanitation & Hygiene (WASH); Livelihood & Social Programs and Disaster Risk Reduction.

Malteser International has been working in South Sudan since 1996, implementing projects in WASH, Food Security and Livelihoods. Malteser International is an active recognized member of the Humanitarian community addressing the needs of the most vulnerable and affected population.

Malteser International is looking for a young motivated candidate to fill the position of **Finance Assistant** to be based in Juba Coordination office, under the supervision of the **Country Finance Coordinator**.

Job Title	: Finance Assistant (National Position).
Job Location	: Juba
Report to	: Country Finance Coordinator
No. of Position	: One (1)
Starting date	: As soon as possible
Deadline	: 8th July 2021

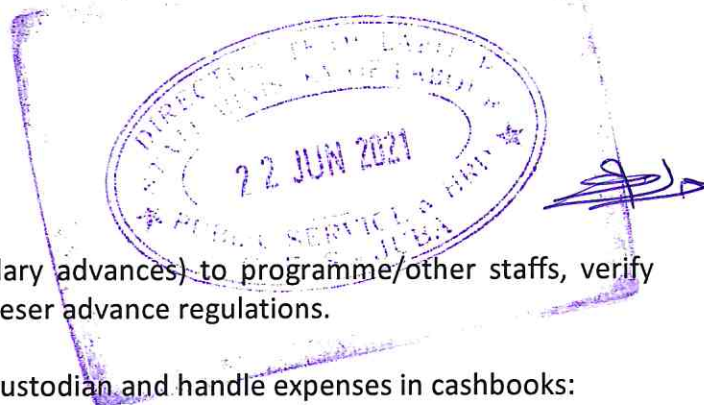
Overall Responsibility:

The Finance Assistant is responsible for providing support to the efficient financial operations of the Programme Office in Juba, South Sudan and work in close cooperation with the Finance Team at the field level.

Key Tasks and duties:

Finance and Accounting (90%)

- ✓ Check and advance payments (working/salary advances) to programme/other staffs, verify expense receipts/invoices according to Malteser advance regulations.
- ✓ Take on the responsibility of cash-on-hand custodian and handle expenses in cashbooks: JUB01/JUB03. Maintain overview over project funds at hand (petty cash, working advance, operational advance, etc)





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- ✓ Provide input for cash request, budget control and monthly report, finance input when and as required by the CFC
- ✓ Check and where necessary correct coding on vouchers, ensure accurate/timely entering of data in Malteser International accounting system – Fundtrac Light as stipulated in the finance guidelines cooperate and communicate with Regional Support Unit.
- ✓ Ensure complete and accurate monthly accountancy is scanned and saved on the server. File hardcopies by month and prepare for transportation to MI Kampala regional office whenever necessary.
- ✓ Ensure timely monthly accountancy closure (e.g. cash books, receipts, cash count protocol). Sort and file receipts after monthly closure into project folders.
- ✓ Ensure all documents for interim and final financial reports for donors and auditors are made available, including necessary staff data, rental contracts, service contracts etc.
- ✓ Assist in preparation of staff salaries, follow-up on statutory requirements by ensuring taxes are paid on time and tax certificate updated every 3 months.
- ✓ Assist in any further finance related task assigned by supervisor, take up delegated tasks during departmental staff absence/leaves.
- ✓ Support the general workflow of the Office as assigned by line manager.

Report any irregularities on financial procedures and records immediately to line management or headquarters

Representation and coordination (5%)

- ✓ Maintain confidentiality towards third parties of all office (financial) procedures and data.
- ✓ Liaise with HQ regarding technical finance issues.

Other tasks and responsibilities (5%)

- ✓ Adhere and respect Malteser International guidelines and code of conduct
- ✓ Participate in office work with colleagues as a good team player
- ✓ Be an active role model towards population, by adhering to a healthy personal behavior and lifestyle
- ✓ Maintain a “client-friendly” atmosphere, that is non-judgmental and supportive attitude towards colleagues and beneficiaries regardless of their background.
- ✓ Carry out all additional tasks in accordance with the Programme needs as requested by the CFC





Qualifications & Experience:

- ✦ Bachelor's Degree in Business, Finance, Accounting or related field.
- ✦ A minimum of 2-3 years of progressively responsible and previous work experience in finance or Accounting.
- ✦ Computer literacy with Strong computer skills particularly in (MS Office, Excel, Word and Accounting software);
- ✦ Able to work independently and with great integrity & honesty;
- ✦ Commitment to abide by MI SSD Financial policies and values.
- ✦ Ability to work as a team

How to apply:

- ✦ Qualified South Sudanese National who met the above requirements can submit their applications by email addressed to; mb.hr-southsudan@malteser-international.org
- ✦ Hard copies of application, CV, Scan copies of your relevant certificates, salary expectation with three professional references can be dropped at the Reception of:
Malteser International - Juba Coordination Office;
Kololo Road Block 445 Tong ping, Juba.
- ✦ Please indicate the job title in the email subject line.
- ✦ The deadline for application is on **8th July 2020 at 5:00 p.m.**
- ✦ No phone calls.
- ✦ Only short-listed candidates will be notified for personal interview.

