



External Advert

Oxfam is a global movement of people working together to end the injustice of poverty.

That means we tackle the inequality that keeps people poor. Together we save, protect and rebuild lives. When disaster strikes, we help people build better lives for themselves, and for others. We take on issues like saving lives, governance and peace building, education, land rights **and discrimination against women. And we won't stop until every person on the planet can enjoy life free from poverty.**

We are an international confederation of 19 organizations (affiliates) working together with partners and local communities in the areas of humanitarian, development and campaigning, in more than 90 countries.

All our work is led by three core values: Empowerment, Accountability, Inclusiveness. To read more about our values please click [here](#)

The Role

Oxfam has been working in South Sudan since 1983. Our Programmatic Strategy concentrates on saving lives, Resilient Livelihoods, Advancing Gender Justice and Good Governance and Active Citizenship through a full spectrum platform that includes humanitarian response, recovery and resilience, long term development and policy and advocacy. Oxfam currently operates via seven area field offices in South Sudan. (It also works in partnership with several national organisations and community groups.

Position:	Finance Officer
Reports to:	Program Manager
Location:	Lankien
Grade & Level:	DZ 2 National
Contract Type:	Fixed Term
Number of post:	1



KEY Essential

- The Finance Officer is responsible for co-ordinating the management of all bank and cash transactions from and to the South Sudan bank accounts in order that programme activities can be efficiently carried out.
- Ensure that payments are approved in accordance to the stipulated organisational procedures and rules in time. The payments are well captured and recorded in time, for consolidation and timely reporting and submission to the internal and external parties.
- To ensure both bank and cash records are updated daily, closely and ensure all cheques and cash received are banked immediately, following up and acting on discrepancies and any problems flagged with Juba which may arise. Advising the Thematic leads of cash requirements and prepare Top-up request for collation by CFM. Prepare relevant office bank reconciliations.

- Ensure that balance sheet accounts are reconciled monthly and any outstanding issues is addressed as appropriate. All recoveries in respect of advances, floats, loans, private phone, mileage etc owed by staff members are appropriately paid or deducted from the salaries on specified dates, as approved. Ensure the Asset registers agree with people soft and physical assets and in line with organizations policy.
- Maintain a complete and accurate record of all petty cash transactions; that expenditure of petty cash is fully monitored; and that requests for replenishment are made in a timely manner, when required. Ensure all petty cash vouchers raised are appropriately approved and filed in a safe place for terms as per donor/statutory requirements. Ensure any cash received is banked within 48 hours. Assist CFM review existing systems and procedures advise on any changes to ensure cost effective operations in the programme.
- Process payments ensuring that invoices are thoroughly reviewed; invoices are fully supported, confirm compliance to Oxfam/donor procedures etc. payment vouchers raised are appropriately approved and filed in a safe place for a term consistent with donor/statutory requirements. The payments are to be recorded accurately reflecting the correct information and amount paid. Maintain a log of all cheque payments made including name of suppliers. Assist Country office put in place systems to monitor pending payments with a view of reducing lead time and also production of financial management reports.
- Assist Finance Manager in supporting and reviewing program budgets and forecasts to ensure they are accurate and in line with set guidelines. Assist thematic leads in preparing their project budgets that should assist in feeding to programme budgets. Review proposal budgets to be sent to various donors in conformity with their regulations and formats as may be called upon.
- Ensure proper coding and/or re-charging of other Oxfam offices. Each month invoice and/or recharge staff for private expenditure especially those based in Juba in relation to the personal use of Oxfam assets (including private mileage in Oxfam vehicles, telephone, photocopying) and all other costs & charges incurred by them as approved by respective authorised personnel..
- Act as final check to arrest any exposure and manage financial and fraud risk within the organisation that may impact on the various country programmes. This includes clear understanding of HR, Logistics and Finance Policies to ensure that the payment processing, coding and accounting is correctly done according to policy.

Skills, Experience & Knowledge

Essential

- A university degree with a specialization in Finance or Accounting.
- Accountancy professional qualification {ACCA or CPA }
- Ability to plan with good organizational skills, including prioritization and ability to work under pressure.
- Team-working skills.
- Good computer skills: Excel, Word, the purchasing system and Helios system.
- Good reporting and communication skills

Knowledge

- Knowledge of multiple donor funding regulations.
- Good knowledge of financial systems.
- Good written and spoken English.

Experience

- Minimum 3 years proven relevant and progressive work experience preferably with INGO.
- Excellent analytical skills particularly from the point of view of cost-effective financial management.
- Multi-tasking and higher efficiency, Attention to details.



- Proven experience of management of suppliers / contracts and financial systems.
- Initiative and ability to follow up on issues.
- Flexibility under pressure and in response to changing needs.

Deadline for submission of applications is 25th January 2021. Interested Applicants should send soft copies of their CVs and Cover letters to Hrsouthsudan@oxfam.org.uk

NB: Female candidates are strongly encouraged to apply.

Oxfam is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We will do everything possible to ensure that only those that are suitable to work within our values are recruited to work for us. This post is subject to a range of screening checks.

Note: All offers of employment will be subject to satisfactory references and may be subject to appropriate screening checks, which can include criminal records and terrorism finance checks.

