



Job Advert

50-H-3  
Approved by

MOL

*[Signature]*

1/06/2023



**Position Title:** Finance Officer  
**Location:** Juba, South Sudan  
**Number of post:** 01  
**Length of Contract:** 12 months with possibility of extension depending on funding availability  
**Application Start:** 1/06/2023  
**Application End:** 20/06/2023

### Organization Background

*Help Education South Sudan* (HESS) is a non-profit humanitarian, developmental organization established to address the most urgent literacy needs of the people of South Sudan. It is implementing a range of interventions in the areas of education. It is registered by the relevant authorities in the country including the Relief and Rehabilitation Commission (Reg. #696) with a legal mandate to serve the people of South Sudan. We have had programming in greater Bhar El Ghazal (Awerial, Yirol East, Rumbek Gogrial) Greater Equatoria (Juba, Terekeka, Mundri) and Greater Upper Nile (Bor).

### Role & Responsibilities/Job Description

#### Main Purpose of Job

The financial Officer is expected to provide the technical support to Finance Manager. This includes direct involvement in day-to-day operations to make the finance officer more effective, efficient, and transparent. The areas of operation include financial policy implementation, donor budget tracking (debits and credits), Data importation into quick books, internal audits, financial report preparation, and banking, largely petty cash in the field, payroll, and external audit support.

#### KEY TASKS:

1. Prepare project monthly financial reports, conduct site visits to assess financial processes, including procurement, and process request for shifts in budget line items.
2. Identifying donor financial reporting gaps and initiating timely remedial measures.
3. General finance Roles-Verifying and paying claims for advances and external payments, drawing vendor contracts; petty cash management; processing insurance and pension scheme registration for staff, monthly remittances, and annual returns of statutory deduction report.

4. Collaborate with the programme and the project managers to determine the cash needed for weekly activities to ensure activities are uninterrupted operations.
5. Track partnership issues and coordinate as necessary key issues with the programme representatives and project management committee.
6. Maintain excellent cooperation and coordination with HESS partners.
7. Conducting field visits to identify operational gaps, and evaluating accounting system and procedures.
8. Identify deficiencies in financial understanding among the HESS staff and conduct informal capacity building activities and/or formal training workshops as necessary.
9. Manage financial control, prepare and analyse budgets, develop financial reports, and make recommendations to the organization on budget expenditures.
10. Provide financial inputs for proposal development, project management, Human Resource Management policies, logistics, travel and other areas of administration.
11. Responsible for entering financial information and maintaining all financial records for projects and for the organization.
12. Take other responsibility assign to her/him by the Operations Manager.

#### **PERFORMANCE STANDARDS**

- Cash is disbursed following proper HESS procedure
- Cash is accounted for at end of each day prior to closing payroll is disbursed following proper HESS procedure.
- All receipts from the field especially field offices are received, verified, stamped and filed.
- Receipts are accounted for in a manner consistent with HESS policy.
- Banking procedures are carried out according to HESS Standards.
- All administration issues are properly and timely handled.
- Funding requests are processed and submitted on a timely basis and all programme operations run smoothly.
- There is tangible efficiency and effectiveness in the finance office.
- All new finance policies are effectively implemented.
- Capacities of other finance staff are built especially in the used of quick books finance data base.
- Audit recommendation and correction plans implemented.

#### **MINIMUM QUALIFICATION/EXPERIENCE.**

- A University degree in accounting or Diploma in a related field, with a CPA or ACCA, and knowledge of finance management software such as QUICKBOOK are required.
- At least two years of previous experience in professional accounting or closely related financial management work is required.
- Ability to analyse accounting processes and identify practices and procedures that require correction or modification.





- Must be able to formulate recommendations for maintaining accounting system in a high state of efficiency.
- Computer literacy including the use of programs such as MS word, Excel, Access and other accounting software.
- Experience with different international donors requirement, particularly GPE, ECW, UNOCEF, and Save the Children International reporting.

#### **SKILLS AND ATTRIBUTES**

- Excellent analytical and logic skills
- Self-starter and independent thinker and willing to follow instructions.
- Team player with friendly personality; able to build strong interpersonal relationship with the local communities.

#### **JOB COMMITMENT**

**STARTING DATE: immediately.** Note that the evaluation of application will be on rolling basis as we begin to receive applications to the urgent nature of the position.

#### **SPECIAL CONDITIONS**

##### ***HESS commitment to Safeguarding***

HESS is committed to the safeguarding and protection of the communities we serve, our partners, our volunteers, and our staff.

As part of this commitment to safeguarding, all offers of employment will be subject to satisfactory references and appropriate background checks. HESS also participates in the Inert-Agency Misconduct Disclosure Scheme; we will request information from job applicant's previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment or incidents under investigation when the applicant left employment.

**Deadline for submission of applications is 20<sup>th</sup> June, 2023 at 5:00 p.m.** Interested Applicants should send hard copies of their CVs academic documents and Cover letters to HESS Office in Juba at Yaro Plaza, 3<sup>rd</sup> Floor, Hai Cinema, while the soft copies to be sent to: [ed.helpeducationssd@gmail.com](mailto:ed.helpeducationssd@gmail.com), and copy [nhial.helpeducationssd@gmail.com](mailto:nhial.helpeducationssd@gmail.com)

**Only shortlisted candidates will be contacted by e-mail or by phone,**

**NB: Women are strongly encouraged to apply!**

