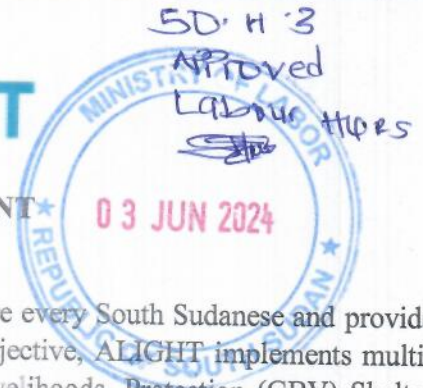




VACANCY ANNOUNCEMENT



COUNTRY PROGRAM OVERVIEW

The overall objective of ALIGHT South Sudan program is to inspire every South Sudanese and provide an enabling environment to unleash abundance! To achieve this objective, ALIGHT implements multi-sectoral programs that include Water and Sanitation, Nutrition, Livelihoods, Protection (GBV) Shelter and Camp Coordination and Camp Management (CCCM). ALIGHT aims to expand its outreach mechanisms and strengthen innovations to provide meaningful and impactful assistance to the affected persons. ALIGHT currently has program activities in Aweil West in Northern Bahr Gazal, Ulang, Nasir, Longechuk and Maiwut in Upper Nile, and Kajo-Keji and Morobo in Central Equatoria States.

PRIMARY PURPOSE OF THE POSITION

Under the Field Coordinator, the Finance/Admin Officer is responsible for managing all banking activities, receipt of funds, and processing of payments for the field office. The Finance/Admin organizes and safeguards all auditable financial documents including contracts, receipts, payment vouchers, etc.

Terms of reference

Job Title: Finance Officer- (1 position)

Duty station: Juba

Starting date: Pending on donor approval

Reporting to: Technical: Finance Manager

Administrative: Finance Manager

Duties and Responsibilities

- Collect, document, and safeguard all funds received from the country office by maintaining office safe in compliance with the Policies and procedures.
- Ensure that each financial transaction strictly adheres to ALIGHT's procurement and payment policy.
- Review transaction documents to ensure that account & grant codes are properly and accurately recorded.
- Distribute cash to ALIGHT staff and vendors to complete payment for approved procurements.
- Reconcile cash counts and cash ledger daily.
- Perform and document count of cash-on-hand at the end of each week and as required by country office and the Field Coordinator.
- Ensure all cash advances to ALIGHT staff are accounted for in time and not carried over with appropriate approvals; reconcile advances after purchases are made and receipts are submitted.
- Maintain cash receipts and payment schedules.
- Make sure that all financial transactions and payments comply with ALIGHT procurement policy and procedures.

South Sudan Program, Plot 709 3K-South, Behind Phenicia Supermarket, Off Ministry Road, Kololo Juba

pg. 1





- Make sure that bills, vouchers, and other necessary supporting documents are properly submitted by staff.
- Manage the Finance-Admin Team (Finance Assistant, Cashier, Administrative Assistant, etc.) to perform the above activities.
- Perform other accounting responsibilities as required by the Field Coordinator.
- Support the compliance Manager to ensure all financial transactions are in accordance with donor requirements.

Administration

- Maintain staff contact list.
- Circulate and post internal memos and announcements to staff.
- Manage the Finance-Admin Team (Finance Assistant, Cashier, Administrative Assistant, etc.) to perform the above activities.
- Monitor and update Leave tracker
- Ensure Office supplies are properly utilized
- In consultation with HRM, implement ALIGHT policies at the field level and ensure that these are understood by field staff and strictly adhered to
- To take the lead in recruitment of personnel in the field level
- To support in compiling and reviewing Monthly timesheets
- Other appropriate duties assigned by my supervisor

Required Qualifications, Experience and Competencies

- South Sudan nationals only.
- Bachelor's degree in finance & Accounting or Business Administration
- 2-3 years professional experience in the field Finance, business administration, or related field.
- Basic electrical and mechanical knowledge.
- Excellent computer skills, including MS Word and Excel.
- Excellent reporting writing skills.
- Excellent communication skills (oral and written).
- Excellent interpersonal and consultative skills
- Excellent Knowledge in recruitment





HOW TO APPLY

Qualified and interested candidates should submit their applications which include the cover letter, together with an updated CV with at least three professional referees addressed to ALIGHT South Sudan office located in Plot 709 3k-South, Behind Phenicia supermarket, off Ministries Road, Kololo Juba, South Sudan.

Applications can be submitted recruitmentss@WEAREALIGHT.ORG

Please note that ALIGHT retains all applications, and the files will not be returned to the applicants at the end of the recruitment process. Due to the urgency of the position, applications will be reviewed on regular basis hence these positions may be filled before the expiry date of the advert. Only shortlisted candidates will be contacted for an interview.

The Deadline for receiving applications is June 24th at 4:30 pm local time.

"Please note that ALIGHT believes strongly in the human dignity of our customers (beneficiaries) and any other individual human person. Therefore, ALIGHT strongly condemns and prohibits any behavior on the part of an ALIGHT employee, Board member, volunteer, consultant or which constitutes any form of sexual misconduct, including sexual harassment, sexual exploitation, and sexual violence towards any other staff member, client, patient, beneficiary (refugee and/or IDP), or other individual participating in an ALIGHT program or activity".

