



world relief™
SOUTH SUDAN

STAND / FOR THE VULNERABLE™

World Relief South Sudan
Hai Cinema P.O. BOX 41
Juba, South Sudan

www.worldrelief.org

50.14.3
Approved by
G. Inspector

Job Description

Job Title: Roving Finance Officer
Department: Finance and Admin
Reports to: Director of Finance & Administration
Supervises: N/A
Duty Station: Juba
Job Grade: 5



I. Job Summary

The Roving Finance Officer is responsible for covering and back stopping for all field offices and Juba, He/ She is deployed where ever there is a need to ensure office financial transactions, compliance, budget monitoring, reporting, resources management, coordination with others, etc. He/she is responsible for review of all Field based transactions, audit preparations and monitor cash projections and cash management, updating and tracking all assets and finance files.

II. Duties and Responsibilities

- 3.1. Prepares roving plan in coordination with supervisor to back stop for field Finance staff going on vacation or ending contracts.
- 3.2. Provides planned technical support, back stopping, coaching and training on roving basis as per the roving plan.
- 3.3. Provides financial reviews and coverage for field finance officers and finance assistants where ever needed.



- 3.4. Reviews cash-flow forecasts, advances, purchase requests, quotation analysis, purchase orders, expense reports and payment requests including management of transfers and monitors the security of funds and other field transactions where ever he/she is assigned temporarily as roving finance officer.
- 3.5. Codes all expenditures following the standard CYRUS Chart of Accounts, coded budget/ grant codes and budget lines; post or review in CYRUS.
- 3.6. Ensures/matches invoices/receipts, completion reports with GRN and other required documents.
- 3.7. Makes sure all cash, bank and advances are reconciled with cash counts, bank statements and outstanding advances in CYRUS.
- 3.8. Verifies the accounting files from various field offices to ensure accuracy as they are sent to Juba office.
- 3.9. Follows all World Relief policies, procedures, grant compliance and documentation requirements.
- 3.10. Implements and makes sure all World Relief Finance Management, procurement, assets mgt, HR policies and procedures are implemented.
- 3.11. Implements and makes sure all respective donors and local Govt rules and regulations are respected.
- 3.12. Provides on-going orientation, training and support to all World Relief program and finance staff on World Relief and respective donor's rules and regulations. This includes orientation on CYRUS Offline tool and online processes.
- 3.13. Reviews field transaction documents and in CYRUS before posting.
- 3.14. Conducts periodic review of systems and polices and make recommendation for policy and systems change more specifically in the management of field cash transactions.
- 3.15. Assists in other finance functions and offices whenever need arises.
- 3.16. Handles other duties as requested by the line manager.

III. Job Requirements

4.1. Academic Qualification

- Diploma in Finance and Accounting
- Bachelor degree in Finance and Accounting

4.2. Work Experience



- Minimum of 5 years relevant work experience

4.3. Other Skills Requirements

- Good computer literacy (skills in Microsoft Office, including Word, Excel, and Outlook.)
- Excellent written and oral English communication.
- Able to travel and work throughout South Sudan, in all WRSS project locations
- Humility, teamwork, and a high level of flexibility.
- Quantitative and analytical skills.
- Ability to understand and work in different cultures.
- Spoken Arabic and local language will be an added advantage.
- Commitment to World Relief's values

APPLICATION PROCEDURES

Potential candidates desiring consideration for this position should submit the following:

- Application letter expressing your motivation for the position;
- Current CV, copies of diplomas and certificates, including nationality (no original documents);
- List of three former supervisors who can serve as job references, as well as a church reference, with valid email addresses and contact numbers.



Interest potential candidates should submit the above items in the application in any one of the following ways:

Submission to the world Relief Juba Office in Hai Cinema Tender Box) or Online submission by email to WRSSRecruitment@wr.org copying GElizabeth@wr.org including the job title in the subject line or email.

Applications must be received by 5th April, 2023 at 5:00PM. Applications will be reviewed as they are being received and only shortlisted candidates will be contacted.

