

tearfund

Approved  
*[Signature]*



**POSITION:** Finance/Admin Officer

**LOCATION:** Pochalla

**STARTING DATE:** ASAP

Tearfund is a Christian international relief and development agency working globally to end poverty and injustice, and to restore dignity and hope in some of the world's poorest communities.

Our vision is to see all people freed from poverty, living transformed lives and reaching their God –given potential by:

- Envisioning churches to embrace their calling to address poverty and injustice
- Developing communities and building resilience, sustainably and holistically
- Changing unjust policies and practices to deliver justice for poor communities
- Enabling communities affected by disaster and conflict to recover quickly and be better equipped to face future hazards.

We are committed to developing experts who are inspired, resourceful, courageous, compassionate and equipped. If you are interested in working with us, take time to look around our website and discover more about our unique organisation.

Tearfund South Sudan Programme is looking for a suitable **South Sudanese** candidate to fill in the position of **Finance/Admin Officer** to be based in **Pochalla**.

### JOB OVERVIEW

To provide financial, personnel and overall administrative support to Pochalla office and to work closely with the Programme Manager, as well as Finance Manager and Human Resources Manager based in Juba to ensure efficiency and effectiveness in accordance to Tearfund's financial and HR procedures, its Christian distinctiveness, code of conduct and the South Sudan legal framework within which Pochalla programme area.

### POSITION IN ORGANISATION

- Grade: B1
- Reports to the Programme Manager
- Communicates with Pochalla team and project officers, Logistics Assistant as well as the Human Resources Manager and Finance Manager in Juba.
- Administers the finance and HR functions in Tearfund's Pochalla Programme by assisting the Programme Manager to provide operational level management of the business support functions.
- Line management responsibility for non-contractual staff.
- Closely coordinates with the members of the team.

### ORGANISATIONAL REQUIREMENTS

- The post-holder will, at all times, carry out their responsibilities with the utmost respect for the protection of children in accordance with Tearfund's Child Protection Policy.
- The post-holder will be required to actively participate in the spiritual life of Tearfund in the following ways:
  - o To model godly leadership in all aspects of character and conduct.
  - o To lead or contribute in Christian worship, prayer, teaching and biblical reflections during collective staff prayer times and encourage staff to attend as is appropriate.



- o To be committed to and share in the outworking of Tearfund's Mission, Purpose, Values and Beliefs statement.
- o To actively work and live in accordance with Tearfund's Statement of Faith and Tearfund's Christian ethos.
- o To pursue and maintain a Christian faith through ongoing personal spiritual development and a relationship with God.
- o To provide support and spiritual encouragement to staff and colleagues, in line with biblical principles.
- The post-holder will be expected to behave in accordance with Tearfund's 'Code of Conduct' as referred to in the Personal Conduct Policy.

## KEY RESPONSIBILITIES

### FINANCE FUNCTION

- Ensure compliance with financial management procedures.
- Submit monthly financial data including completed weekly cash sheets, transaction documents and cash count reconciliations in a timely manner to the country office/Juba. Check closely the electronic financial records with actual physical documents to ensure existence, accuracy and completeness.
- Ensure all documents are scanned and filled properly for delivery to Juba for archiving.
- Prepare financial documentation for all payments, ensuring suppliers, traders and staff receive cash promptly, while rigorously adhering to Tearfund policies and procedures.
- Maintain a register of payments done suppliers/traders accounts to ensure the amounts paid are what is due to them and assessed before subsequent payments are made.
- Manage petty cash and the safe, ensuring weekly cash counts are conducted with the Programme Manager/OIC.
- Prepare cash forecasts in a timely manner to ensure appropriate levels of cash are maintained in the field office.
- Maintain track of staff individual advances and ensure they are retired in a timely manner.
- Review all float returns before they are submitted for approval advising if they have been accurately retired for the purpose, they were taken.
- Ensure deduction of taxes (PIT/withholding taxes) as and when applicable and timely disbursement to concerned government offices.
- Provide training on Tearfund financial policies and procedures for staff.

### 4.2. HUMAN RESOURCE FUNCTION

- Ensure compliance with human resources procedures.
- Prepares HR Monthly reports and submit to HRM in Juba after general review of the report by the Area Coordinator in ensuring accuracy of the information in the Report.
- In Liaison with the Juba FO/HROs process monthly payroll on a timely basis ensuring complete and accurate documentation.
- Oversee and facilitate all human resources functions for the Pochalla team, including recruitment of new staff, induction of new staff, disciplinary procedures and staff exit procedures.
- Track and ensure relevant HR documentation is completed, including timesheets, leave requests and sick leave certificates.
- Maintain well organised staff records and HR documentation in hard and soft copies are securely stored on google drive and hard copies are filed in locked securely in the filing cabinet; liaise with Juba HR team and staff for the signing and verification of any necessary documentation e.g. contract extensions, payments.
- With the Area Coordinator, track staff training opportunities.
- Liaise with line managers to ensure appropriate staff working conditions are in place.
- In instances of staff working overtime, ensure these are well documented and compensated appropriately.
- Offer supervisory roles for base staff such as cooks, guards, cleaners and other subordinate staff at the base including casuals.
- Ensure the TF office and base is well kept and appropriate health and safety procedures are put in place.
- Oversee the provision of food for all staff resident on the base and for refreshments for all staff and the organisation of monthly team lunch.
- Lead in ensuring proper care for Tearfund staff and visitors.
- Ensure that staff respect local culture and gender sensitivities.
- Provide training for staff on HR policies and procedures.

### 4.3. EXTERNAL REPRESENTATION



- Build positive working relationships with Relief & Rehabilitation Commission (RRC), local communities, Local government line ministries department, local churches, and other NGO representatives.
- Engage with local communities and community leaders to encourage local ownership of the programme, soliciting feedback and resolving issues together.
- Liaise with local communities, local government and community leaders regarding community related issues when relevant.

#### 4.4 CORPORATE POLICIES, MANAGEMENT SYSTEMS and PROCEDURES

- Contribute towards the promotion and adherence to Tearfund's Purpose, Basis of Faith, Core Values and Operating Principles.
- Undertake all activities in accordance with internal management systems, operating procedures and policies, and monitor field-based work to maintain compliance.
- Provide training for staff on corporate policies and procedures.

#### 4.5 PERSONNEL MANAGEMENT

- Promote the conditions for effective teamwork and commitment to Tearfund values and operating principles.
- Ensure that staff respect gender equality and local culture in a sensitive way.
- Where appropriate provide pastoral support to members of the team.

#### 4.6 SPIRITUAL LEADERSHIP

- Support staff's spiritual well-being and encourage adherence to Tearfund's Christian distinctiveness.
- Lead and participate in spiritual sessions of worship, prayer, teaching and reflection and be committed to the outworking of Tearfund's Missions, Values and Beliefs Statement.
- Participate in spiritual sessions of worship, prayer, teaching and reflection and be committed to the outworking of Tearfund's Missions, Values and Beliefs Statement.
- Responsible for maintaining your own spiritual development.
- Be committed to actively working and living in accordance with Tearfund's evangelical Christian beliefs.

#### Other Information

- Tearfund seeks, as an organization, to be committed to Christ in all we are and all we do.
- Staff members need to be committed to Tearfund's ethos of professional excellence and spiritual passion.
- It is important that we are committed to relationships by following biblical principles and showing integrity in our dealings with each other.
- We seek as an organisation to be obedient to biblical teaching and evaluate our work and attitudes in line with biblical principles.
- An essential part of our working life is praying together as an organisation and as teams on a regular basis.

#### PERSONS SPECIFICATION:

**JOB TITLE: Finance/Admin Officer**

	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Bachelor degree in related field</li> </ul>	<ul style="list-style-type: none"> <li>• Qualification in Accounting and/or Management</li> </ul>



<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• At least 2 years relevant working experience preferably in an INGO</li> <li>• Strong understanding of finance and HR functions</li> <li>• Budgeting &amp; payroll administration</li> <li>• Proven experience in any of the following areas; <ul style="list-style-type: none"> <li>o People management</li> <li>o HR systems</li> <li>o Financial processes and procedures</li> <li>o Implementing corporate structures, policies and procedures</li> <li>o Proven experience in administration/ office management</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Influencing best practice</li> </ul>
<b>SKILLS/ ABILITIES</b>	<ul style="list-style-type: none"> <li>• Fluency in English and ability to speak the local language of the area of operation</li> <li>• Proven financial accounting and analytical skills</li> <li>• Adequate skill in Microsoft Excel and basic Word and Outlook</li> <li>• Organised and methodical with good attention to details</li> <li>• Good written and verbal communication</li> <li>• Ability to communicate confidently and comfortably about own personal faith</li> <li>• Leadership &amp; administrative skills</li> <li>• Training skills, coaching and mentoring people</li> <li>• Computer literate in financial management software</li> <li>• Ability to lead, participate and facilitate in collective staff prayer and bible study</li> <li>• Ability and commitment to apply biblical principles prayerfully within all aspects of the role.</li> </ul>	<ul style="list-style-type: none"> <li>• Skills in accounting software</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• Committed evangelical Christian</li> <li>• An understanding of and a commitment to Tearfund's Mission, Values and Beliefs Statement.</li> <li>• Honest with excellent integrity</li> <li>• Quick learner &amp; teachable</li> <li>• Team player</li> <li>• Diligent and organised</li> <li>• Willingness to travel within areas of operations and other areas in South Sudan where Tearfund is operating.</li> </ul>	<ul style="list-style-type: none"> <li>• Networking</li> <li>• People developer and motivator</li> </ul>
<b>OTHER COMMENTS:</b> <ul style="list-style-type: none"> <li>• All roles require a DBS/Police check</li> <li>• Tearfund is a member of the <a href="#">SCHR Misconduct Disclosure Scheme</a></li> </ul>		



- Personal identification information will be submitted against a Watchlist database to check against criminal convictions as a counter-terror measure



**How to Apply:**

If you are the candidate we are looking for, please submit your CV and cover letter **only in English** as well as Tearfund application form- which can be collected from the HR Department at Tearfund office or find attached with the advert, Located in **Pochalla** detailing your experience for the post and include your daytime telephone contact. Applications online can be submitted to [southsudan-recruitment@tearfund.org](mailto:southsudan-recruitment@tearfund.org) The subject matter of your email should be the title of the job you are applying for.

Closing date for receiving applications is **09th November 2022 at 5:00pm.**

**NB:**

- **Applications once received are not returnable**
- **Female Candidates are encouraged to Apply**
- **Due to the urgency of the position, applications submitted will be shortlisted on a rolling basis, should there be suitable candidates, and the position may be filled before the deadline for applications.**
- **Only short-listed candidates will be notified.**

