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MDL

APPROVED



JOB VACANCY

Job Title: Finance Assistant

Job Location: Juba

Organisation: Johanniter-Unfall-Hilfe e.V.
(Johanniter International Assistance)

13/07/2022

Organisation Description:

Johanniter-Unfall-Hilfe e.V. (www.thejohanniter.org) is a German Christian non-governmental organization, dedicated to excellence in the field of first aid, ambulance service, social service programs, and other projects in the medical and social field. The Federal Headquarters are based in Berlin, Germany. Johanniter International Assistance is the operational unit for humanitarian aid, development co-operation, and emergency relief, implementing and supporting mostly health projects worldwide.

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Job Responsibilities and Accountabilities

Overall job purpose

To manage and record the Transactions into the Excel Cash book and ensure payments to all suppliers based on the invoices generated from Logistics and administrative Offices; Process all the Payment Vouchers ensuring all necessary supporting Documentations are available, appropriately signed by various authorities and ensuring that all documents are Scanned and arranged properly to be uploaded to Share point

Tasks:

Strategy and Vision

- actively supports the values of Johanniter and shapes programme work according to these values
- together with the Head of Mission and Finance Coordinator, ensures the development and implementation of the Johanniter International Assistance strategy in her/his area of responsibility
- contributes to the development and implementation of the global strategy of Johanniter International Assistance

Administrative Duties

- Responsible for the management of USD cash & bank books.
- On a daily basis, record all the transactions into the excel cashbook and ensure that the booking texts conforms to the organizational financial guidelines



- Prepare the weekly Cash Counts (every Friday) together with Finance Manager and report any discrepancy to Country Finance Coordinator for further action
- Ensure accuracy and completeness of the cash/bank books and ensure proper filling of all financial documents

Processing and payment to suppliers/vendors

- Receive payment requests from Logistics department and prepare the voucher of payments and submit them for authorization and approval ensuring that all documentation is properly signed and dated correctly
- Ensure that all receipts are stamped using the Johanniter Approval/ Paid stamp and that all invoices and or receipts are signed by the suppliers
- Ensure the invoices are arranged in a chronological order and file them accordingly in the various files for each cashbook
- Ensure that all checks to suppliers and Bank transfers are done when necessary and Assist the Country Finance Manager with banking related issues

Cashbook Management – Recording Transactions into excel cash book

- Maintain the Cashbook in Excel format, ensuring that all transactions are properly recorded in the Excel cash book
- Ensure booking text descriptions, and correct cost centers, and budget lines and ensure that expenses are rightly allocated to the correct Cost Centres (project), and in the correct budget line.

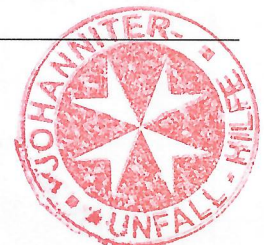
Support to ensure the accountancy in terms of quality, reliability and transparency

- Ensure the management of cash boxes (following up advances and maintaining the advances register, physical inventories, expenditure conciliations, etc.)
- Checking purchasing procedures are followed (RFPs, PA, and Payment Vouchers are systematically signed by authorized persons).
- Performing weekly and monthly cash counts, ensuring that this function is maintained and followed strictly
- Check that expenditures are validated by the management taking into consideration all the Validation Thresholds of Johanniter for Project Coordinators, Senior Program manager, Head of Mission and the Desk Officer at the HQ
- Ensure the safety of the cashbox and that Cash Counts are done every Friday before breaking for the weekend and that all the Cash count sheets are filed accurately
- Check the justification documents and their conformity (requisition forms, quote analyses, invoices, inventories, etc.) in for all the transactions done before payments are made
- Supervise properly file all the invoices and other financial documents at the field Office Level, ensuring that the filing system is updated, complete and accurate
- Ensure all vouchers are copied after thorough checking of all necessary documentations, relevant signatures and any other requirement as per the Finance guidelines of Johanniter

Administrative Procedures

- Maintain all finance files up to date
- Receive, distribute, circulate and file all documents that come into the office
- Distribute documents to other agencies.
- Follow up on the Expatriate COLA (if applicable) and ensure payments are made by the first week of every month.

Person Specification



Professional Qualification and Experience:

- Diploma in Business Administration, Accounting, or Management
- Minimum of one (1) year of solid experience in financial management, and administration in an NGO/ INGO setting. Or six (6) months of internship experience with an International Organization.
- Professional in Excel, Words and computerised accounting. Knowledge of the SUN System or any accounting software is essential
- A Republic of South Sudan national

Skills

- Honest and of high integrity
- Ability to Multi-task while maintaining a stringent eye on detail
- Excellent interpersonal, communication, negotiation and representation skills
- Accurate and precise work style
- Ability to organize, plan ahead and prioritize multiple tasks and meet deadlines
- Flexibility, ability to adapt, good team player, discrete, responsible and innovative
- Fluency in English and Arabic. Knowledge of local languages will be an added advantage

Please note: This Job Description is dynamic and can be adjusted. The employee is obliged, apart from the above-cited tasks, to fulfil - on demand by his/her supervisor – other tasks that belong by its character to his/her post or are necessary due to operational needs.

It is Johanniter's responsibility to create an environment built on integrity, respect and accountability, in which all staff and volunteers are comfortable to work and feel safe. We have a zero tolerance policy when people cause harm to others. Those who misbehave or are complicit will be held accountable for harmful actions. It is the employee's responsibility to promote appropriate behaviour and to report infringements that could potentially harm those in our organisation's care and damage the reputation of Johanniter. Those who raise complaints or concerns will be appropriately protected and respected.

This position is open to **South Sudanese National with all the National Documents.**

How to apply:

Soft Copy; Send your CV, motivation letter, and certificates via email to hr.southsudan@thejohanniter.org not later than **1st August 2022, at 5:00 PM South Sudan Standard Time.**

Hard Copy ; Deliver your updated CV, a cover letter outlining your interest, and academic copies to Johanniter Juba Office Behind Rainbow Hotel next to Empre Security not later than **1st August 2022, at 5:00 PM South Sudan Standard Time**

Please indicate the **title** of the position you are applying for the subject line of your application and only shortlisted candidates will be contacted for the interview.

All photocopies of your application/documents will remain the properties of Johanniter International Assistance.

