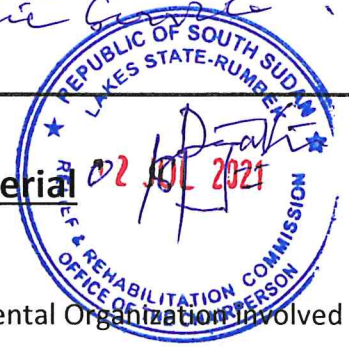




Norwegian People's Aid
South Sudan

*11- Approved and Passed to
State Ministry of Labour
and Public Service*



Advertisement For Cashier, Based In Awerial

Norwegian People's Aid (NPA) South Sudan is an International Non-Governmental Organization involved in humanitarian, relief and long-term development cooperation in South Sudan.

NPA has worked in South Sudan since 1986 and currently runs three programmes: Civil Society Development, Rural Development, and Emergency Response.

The NPA Awerial Office is currently Supporting the implementation of three projects BRELL, SAFER and Pastoral food for asset and wishes to recruit a highly competent, proactive and self-driven individual **(South Sudanese National Only)**, for the position of **Cashier** based in Awerial.

The contract for this position is Definite Contract with possibility of extension based on performance.

Purpose of the Position:

To efficiently and carefully handle cash, making approved payments by both cash and cheques in line with NPA financial guidelines and policy. Maintain cash books and ensure that all payments and receipts are made and recorded in accordance to the NPA financial guidelines. In addition the position is responsible for taking initiatives to ensure that funds are used in the best possible way by enforcing adherence and compliance with NPA global and country program internal control procedures by staff in the course of undertaking their duties.

Duties and Responsibilities:

- Careful and efficient handling of cash and all cash instruments at the Field office.
- Maintaining and keeping up to date on daily basis the imprest cash book and cheque payment ledgers.
- Check and confirm that all Voucher Forms and other requests for payments are fully and appropriately supported and coded before paying out cash and or writing out the cheques for payments.
- Preparation of cash and cheque payments and ensuring that cash and cheque recipients acknowledges receipts of cash and where demanded a receipt is obtained and attached to the payment documents.
- Receiving refunds and balance from advances given to staff and other third parties and ensuring that receipt are timely issued for all cash refunds received.
- Ensuring that all approved payments are timely made and payment documents are properly compiled and passed on for posting to Agesso promptly.

- Whenever requested by the Field Office Accountant and Finance Manager will contribute towards posting of transactions in Agresso in conjunction with the Field Office Accountant.
- Assisting the Treasurer in overseeing and ensuring the efficient and effective operations of the different bank accounts by promptly collecting bank statements at such intervals as may be required (where applicable).
- Conduct weekly cash reconciliations and perform mandatory end of month cash count in addition to being available for unannounced cash counts as required under the NPA cash management policy and procedures.
- In close collaboration with the Archivist, provide support to transaction documents retrieval for audits and other review purposes.

Desired Qualifications/Skills/Experience:

- Minimum a diploma in Business Studies, Accounting or Business Administration from a recognised institution. Possession of a degree is an added advantage.
- Minimum of 2 years relevant working experience, preferably with International NGOs, with good understanding of GAAP related to cash management.
- Good financial management skills with knowledge of computer Accounting Packages and good understanding of government policies.
- The job holder has discretionary decisions over the technical delivery and performance of the job tasks
- Ability to exercise conscience and non-tolerance to corruption and discrimination.

Personal Competencies:

- Self-motivated with demonstrated ability to work under minimal supervision, generate relevant financial data and information and meet set deadlines and with good integrity.
- Team player with good interpersonal/communication, documentation, and facilitation skills and the ability to work under minimum supervision. Computer literary and fluency in English are a **MUST**.
- Ability to maintenance of personal professional development and competencies on financial issues.
- Ability to adhere to NPA core values and code of conduct and Security Guidelines.
- Willingness to perform other duties as requested by the supervisor from time to time.
- The Cashier is to abide by the policies and personal code of conduct set by the Norwegian People's Aid (NPA) and represents the organisation in a loyal and responsible manner.

NPA South Sudan is an equal opportunity employer. In making employment decisions it does not discriminate on the basis of gender, ethnicity, religion or political affiliation.

Qualified Women are highly encouraged to apply.

Application and CV/resume with active contacts and three professional referees and copies of academic transcripts should be submitted to: recruitment-rss@npaid.org

Hard copy application and CV/Resume can also be delivered to NPA Juba Office opposite Unicef or NPA Awerial Office

Applications submitted after 12:00 noon on Thursday 19th August 2021, will not be considered.

NB: Submitted copies of academic transcripts will NOT be returned to the applicant.

II Approved by Labour Office
[Signature]

