



NORWEGIAN CHURCH AID actalliance

NCA SOUTH SUDAN PROGRAMME

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ADVERTISEMENT

Position: Cashier/Fuel Attendant
Reporting to: Finance Officer
Geographical Area of responsibility: Warrap State
Duty Station: Kuajok
Date Advertised: 17th August 2023



Organization Profile:

Norwegian Church Aid (NCA) is an ecumenical, diaconal, humanitarian, and non-profit, Non-Governmental Organization (NGO) mandated by churches and Christian organizations in Norway to work for global justice, by empowering the poor and challenging the wealthy and powerful. Together with our constituency and our partners, NCA commits to the vision: Together for a Just World. NCA provides assistance to the people of South Sudan and has been present in the country continuously since 1972.

The Position:

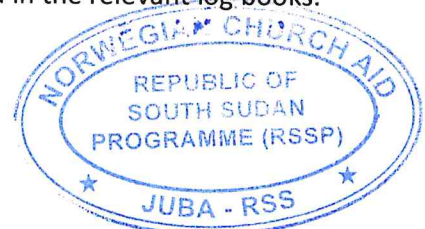
NCA is looking for a suitably qualified and experienced candidate to fill the position of **Cashier/Fuel Attendant** based in Kuajok, Warrap State.

Areas of Responsibility:

The **Cashier/Fuel Attendant** is responsible for issuing cheques, paying out cash, receiving fuel supplies and fuelling NCA vehicles.

Main Tasks:

- Make payments and receive funds in accordance with finance procedures.
- Collect and examine supporting documents to payment requests and approvals.
- Ensure that supporting documents and signatures are valid.
- Prepare payment vouchers, and receipt vouchers.
- Prepare cheques/payments and ensure that they are properly delivered.
- Record all transactions, on manual/computer systems as appropriate.
- Prepare petty cash vouchers.
- Be responsible for petty cash held in the office.
- Preparing bank reconciliations.
- Prepare vouchers for final checking.
- Scan and electronically file copies of all documentation supporting financial transactions.
- Ensure fuel stocks are maintained at pre-agreed levels.
- Issue fuel to vehicles and generators as required ensuring correct procedures are followed and accurate records are kept, and all issues are recorded in the relevant log books.
- Prepare and distribute monthly fuel reports.



- Ensure fuel is stored securely and in such a manner to avoid loss through leakages or spillage.

Qualifications, Experience and Skills:

- Bachelor's Degree in Accounting and Finance or Business Administration or related field.
- 1-3 years' experience in a similar position.
- Excellent attention to detail, with organisational skills, maturity and the ability to work under pressure.
- Professional and friendly communication style, with the ability to communicate with a wide range of stakeholders.

Interested candidates should submit the following documents together with their application:

- A cover letter with full contact details, explaining why they feel they are suitable for the position.
- A current C.V.
- Copies of their academic and professional qualification certificates.
- Three references, which should include their current or most recent Supervisor.

Go to this link to apply: https://ncaco.recman.no/job.php?job_id=339317

The closing date for receipt of applications is **8th September 2023 at 4:00 p.m.**

This position is open to South Sudanese citizens only.

NCA is an equal-opportunity employer, and qualified female candidates are encouraged to apply.

