



CONCERN
worldwide

VACANCY ANNOUNCEMENT-FINANCE & ADMINISTRATION OFFICER X1 (RAJA, WBeG)

Concern South Sudan is an international humanitarian NGO working in South Sudan since 1998. It is dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries through the provision of Health & Nutrition, Shelter, WASH and Livelihood activities in the three States of South Sudan.

Concern South Sudan is looking for suitable candidates to fill the position of **Finance & Administration Officer** to be based in **Raja, WBeG**.

Job Purpose:

To provide link between Finance and Programme / Systems staff at the field level. This role will therefore facilitate greater interaction between Finance and the programme teams and facilitate faster resolution of challenges of a finance nature at the field level.

The post holder will be required to establish and develop effective working relationships with Finance, programme and systems staff and other stakeholders to ensure the Finance department plays its facilitative role toward the attainment of programme objectives.

Roles and Responsibilities

Cash Management:

- Management of the petty cash box
- Maintain an accurate cash log of all cash movements.
- Maintain an accurate float log sheet in order to ensure that all floats are correctly authorized, managed and returned
- Tracking and ensuring all outstanding advances are justified before the end of the current month in compliance with Concern advance policy.
- Keeping record of field office weekly/monthly cash requirements and requesting timely replenishment from Head Office
- Performing weekend and month end cash count with office in-charge
- Receive and check the eligibility of field payment requests and submitted proof for payment (compliance with procurement and financial requirements)
- Ensure that every nominal code, job code and cost centre recorded in the cash book is correct.
- Organize schedule of field payments ONLY if the Supply Request and other supporting documents have previously been duly approved by budget holders
- Pay incentives and payment at field level in respect of cash management policy
- Prepare and handle all outside Raja payments with suppliers, vendors, beneficiaries, staff etc.
- Ensure each field transaction is justified by an appropriate and valid invoice/receipt, and to ensure the quality of receipts (name, patent number, stamp, description, date, amount etc) included the payment dossier.
- Ensure that documents and signatures are valid.
- Clear all payments transactions with a PAID stamp, with date and signature included as well as Advances PAID and CLEARED appropriately
- Submit monthly cash reports/books both in soft and signed hard copies along with supporting vouchers to Head Office 5th of every following month .

Administration Management:

- Manage the mini office, supplies stock in Raja and ensure reception, storage and dispatch of

stock according to our procedures.

- Coordinate with procurement to ensure all supplies necessary for the office function and accommodation are available.
- Prepare SR for staff airtime, office supplies and ensure timely procurement of supplies.
- Through the Cleaners ensure overall cleanliness of the office and accommodation
- Review and ensure updated First Aid Kit in the office and accommodation
- Overall responsibility for office administration ensuring smooth functioning of the office and portrayal of professionalism- cleanliness, staff attendance, management of visitors.
- Ensure the security of the office and all staff are aware of the key management procedures and the guards effectively deliver their duties.
- Every evening ensure the keys of the gate, cars and motorcycle are secured.

Human Resources

- Act as focal contact for HR related queries in consultation with Juba HR team and BPRM Coordinator.
- Support and coordinate internal and external approval for all field based recruitments in coordination with Juba HR team and SMoL.
- Coordinate all HR related approvals such as staff contract, salary advance request, medical application form and medical claim forms, among others for field based staff in coordination with Juba HR team.
- Maintain up to date personal file for all field based staff in compliance with the file check list.
- Provide support to field based staff on medical related concerns and queries in coordination with HR & Administration Manager
- Coordinate and share with Juba HR team completed staff ID card request and medical application form for field based staff to fast track the processing of staff ID card and medical insurance card.

Support to field Programme Team:

- Have a firm understanding of the budgets, coding structure and management accounts for programmes implemented in the field location.
- Assist the programme teams in their review / interpretation of BPRM management accounts at the field level.
- Facilitate identification of local partners and support financial management of local partners

Treasury:

- Liaising with Juba head office to ensure that adequate financial resources are available to the Field Office.
- Follow up and consolidate cash forecasts from Field and submit to Juba head office on a timely basis.

Systems Control:

- Monitoring and evaluating, to ensure that all Concern Worldwide South Sudan procedures are adhered to in all finance activities.
- Provide Support to Concern Worldwide South Sudan staff in the implementation and adherence to Concern Worldwide South Sudan financial and logistics procedures.
- Ongoing development Concern South Sudan procedures, controls and management information systems, to ensure they are compliant with Concern Worldwide and donor policies.
- Maintain up-to date knowledge of and implement local (state level) government requirements and regulations related to financial matters including statutory deductions from national staff salaries such as income tax, social security, etc.

Capacity Building:

- Capacity building of non-financial staff in financial issues including Partner staff. This will entail playing a role during budget holder workshops for programme staff

Archiving:

- Responsible for the monthly filing of all of the financial and admin contracts in Raja
- Finalize the dispatch of files by adding labels and adequate packaging to Juba.

Other:

- Be aware of, understand and comply with all of Concern's policies and procedures (P4, finance, logistics, HR, security management etc).
- Contribute to ongoing security management and planning as necessary.

Person's specifications

Technical skills & experience required

- Bachelor Degree / Diploma from reputable institutions in Finance / Accounting / Business or related discipline
- Good interpersonal skills.
- Demonstrated ability to effect behavior change in individuals or groups.
- Computer literacy and especially above average use of Microsoft Excel

Experience Required:

- Minimum three year experience working in busy NGO finance office
- Proven ability to work independently and take the lead on tasks or projects.
- Experience in dealing with external agencies.

CRM Accountability

In line with Concern's commitments under the Core Humanitarian Standard (CHS):

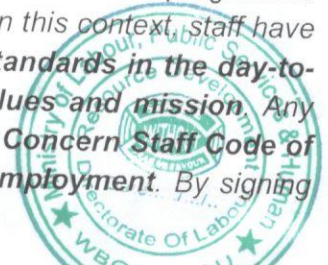
- Actively promote meaningful community participation and consultation at all stages of the project cycle (planning, implementation, M&E);
- Work with relevant colleagues to ensure that the Complaints and Response Mechanism (CRM) is functional and accessible, that feedback and complaints are welcomed and addressed; work with relevant colleagues to ensure that information about CRM, safeguarding and expected staff behavior is disseminated among programme participants and communities particularly for EWEA beneficiaries.

Emergency Response

Concern is committed to responding to emergencies efficiently and effectively in order to help affected people meet their basic needs, alleviate suffering and maintain their dignity. To this end, when emergencies strike and the South Sudan Programme is to respond, all staff are required to actively participate in the response, regardless of location and contribute to the efforts aimed at achieving the humanitarian objective of the organization.

Safeguarding at Concern: Code of Conduct and its Associated Policies

Concern has an organisational **Code of Conduct (CCoC) with three Associated Policies; the Programme Participant Protection Policy (P4), the Child Safeguarding Policy and the Anti-Trafficking in Persons Policy, anti-fraud policy, conflict of interest and whistle blowing policy.** These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organisation, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organisation to strive for, and maintain, the **highest standards in the day-to-day conduct in their workplace in accordance with Concern's core values and mission.** Any candidate offered a job with Concern Worldwide will be expected to **sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment.** By signing



the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies. Additionally, Concern is committed to the **safeguarding** and protection of vulnerable adults and children in our work. We will do everything possible to ensure that only those who are suitable to work or volunteer with vulnerable adults and children are recruited by us for such roles. Subsequently, working or volunteering with Concern is subject to a range of vetting checks, including **criminal background checking**.

HOW TO APPLY:

1. Interested South Sudanese applicants who meet the above requirements are requested to submit their cover letter, updated CVs of not more than 3 pages, a copy of their nationality ID, and copies of educational certificates in a sealed envelope addressed to:
 - HR Department at Nyamlel field office(applicants in Aweil)
 - HR Department Juba office, located at Goshen House, Gate 2, second floor, (applicants in Juba)
 - HARD Office located at Sika Hadit, Wau town (applicants in Wau)
 - Raja County Education Office through HARD (applicants in Raja)
 - Or send via email to vacancies.juba@concern.net (**advert is open from Friday 23rd August 2024 to Wednesday 11th September 2024**)
2. The position is a local recruitment and strictly open to South Sudanese nationals from Western Bhar el Ghazal State (WBeG) only
3. Only shortlisted candidates will be contacted and applications submitted will not be returned
4. Do complete the summary profile and criminal background check forms when submitting your application

CONCERN WORLDWIDE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT CHARGE FOR ANY KIND OF RECRUITMENT.

WOMEN ARE STRONGLY ENCOURAGED TO APPLY TO OUR ORGANIZATION. WE CELEBRATE DIVERSITY.

Il. Approved
26/08/2024

