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| <b>Job Title</b>      | <b>Finance &amp; Admin Assistant</b> |
| <b>Job Location</b>   | <b>Jebel Boma County - GPAA</b>      |
| <b>Reporting to</b>   | <b>Education Manager</b>             |
| <b>Advert runs on</b> | <b>31<sup>st</sup> January 2025</b>  |
| <b>Advert ends on</b> | <b>20<sup>th</sup> February 2025</b> |

**INTRODUCTION:**

ACROSS, an International Christian organisation serving South Sudan since 1972 has a well-established presence in many parts of the country and even other areas in East Africa (Kenya & Uganda). Its long-standing presence, credibility, relationships and committed staff are some of its most valuable assets. ACROSS strives to provide both development and humanitarian support (including emergency/relief, rehabilitation and development work) to local communities, internally displaced persons, refugees and other vulnerable communities to enable them to realize their purpose and value as human beings. The work of ACROSS is guided by its Statement of Faith, Vision, Mission and Core Values.

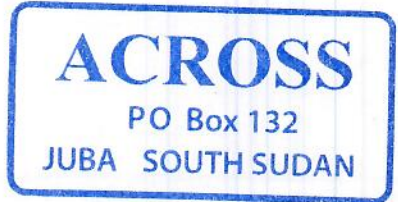
With its mission of *'Transforming Communities in South Sudan and beyond through a Christ-centered holistic Approach'*, ACROSS is inviting applications from suitably qualified South Sudanese with knowledge, experience and demonstratable skills in **Finance and Administration management**.

**Main Job Purpose:**

To ensure proper financial management and accountability in line with ACROSS/Donor policies and procedures.

**JOB FUNCTIONS (Roles & Responsibilities):**

- Journalize all submitted program advance liquidations, capture in monthly macros and submit to Juba HQ for review/consolidation in the monthly financial reports.



- Prepare quarterly program advance Tracker and share with HQ for review/consolidation.
- Process payments & reconcile Accounts.
- Monitor and Report on Project Budget Utilization on a monthly basis.
- Support Accountants by performing clerical tasks such as filing finance documents and basic bookkeeping roles.
- Performing Admin related roles such as keeping records of Partners renting office spaces at Boma location; invoicing such partners and following up on payment of issued Invoices.
- Offer technical financial guidance to Program colleagues in Boma on matters program advance liquidation.
- Any other role that may be assigned from time to time.



**MINIMUM QUALIFICATIONS & EXPERIENCE REQUIRED:**

**a) Education:**

- Diploma in Accounting, Finance or related field.
- Proficiency in Advanced Excel and financial Reporting

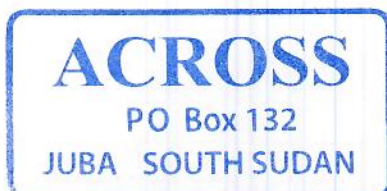
**b) Work Experience:**

- Atleast 3 years' experience in a finance – related role (36 Months Experience).

**PERSONAL SPECIFICATIONS:**

**SKILLS & ABILITIES/ATTRIBUTES REQUIRED:**

- Ethical individuals without any history of child abuse or criminal record will only be accepted.
- Flexible and having ability to cope with stressful situations.
- Demonstrate Integrity, Excellence and Stewardship.
- Knowledge of the local community languages is an added advantage.
- Actively promoting Prevention of Sexual Exploitation and Abuse (PSEA) standard within and among beneficiaries served by ACROSS.
- Commitment to Christian Values and with the heart to serve the disadvantaged.
- Ability to lead devotions and prayers.





Qualified and interested applicants send us soft copies (in word) of your latest/updated Curriculum Vitae (CV), copies of only relevant Academic documents, South Sudan Nationality Certificate or Passport, cover Letter by email to [recruitment@across-ssd.org](mailto:recruitment@across-ssd.org) and copy [edumanagerboma@across-ssd.org](mailto:edumanagerboma@across-ssd.org) as one document with a clear subject heading of the job or **drop a hard copy to ACROSS field office in Boma.**

**Important to Note:** ACROSS has a zero-tolerance approach to conduct such as fraud, sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination, corruption and bribery. All selected candidates will be expected to abide and adhere to ACROSS' standards of conduct and will therefore undergo background and reference checks through a number of means. Selected candidates will also be required to provide additional information as part of the verification exercise. Misrepresentation of information provided during the recruitment process may lead to disqualification.

- Applications should demonstrate values according to ACROSS vision and mission.
- This position is open **to South Sudanese with the stated requirements.**
- **Only shortlisted** applicants will be reached for further arrangements.
- **Application documents once received are NOT Returnable.**

**End**

