



Seventh Day Adventist Compound,  
Munuki-Bilpam Road, Juba,  
South Sudan

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MOL-RSS  
Approved  
Pmm  
29.09.2021



### Job Description

RTI is an international, independent not-for-profit organization dedicated to improving the human condition through multidisciplinary technical assistance, training and research services that meet the highest standards of professional performance. RTI International South Sudan is currently implementing a US Department of Defense (DOD) funded project to provide HIV Care and Treatment and Voluntary Male Medical Circumcision services to the South Sudan Peoples Defense Force (SSPDF), their dependents and surrounding communities. We are currently seeking qualified, experienced, dynamic, and highly motivated candidates for a Finance Assistant position based in Juba, South Sudan.

**Job Title:** Finance Assistant

**Reports to:** The Operations Manager, RTI International, Juba

**Duty station:** Juba, South Sudan

**Duration:** 11 months, renewable subject to availability of funds

**Start date:** 1st November 2021

### Description of position

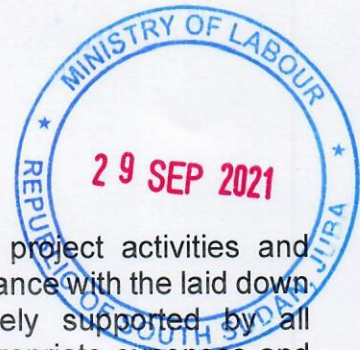
As an RTI international staff, the Finance Assistant is responsible for the day-to-day accounting functions of the Project under the guidance of the operations manager. S/he will be utilizing the appropriate systems and following proper accounting procedures to disburse, account for, and report usage of funds. This position will process staff travel advances, payment of vendors and managing petty cash. The Finance Assistant will also perform other roles, as necessary.

### Specific responsibilities

- Processes payments for staff travel advances, ensuring advances are liquidated on time and accurately







- Prepare payment vouchers in support of payments for project activities and suppliers invoices confirming such payments are: in accordance with the laid down procedures and policies, accurate, complete, adequately supported by all underlying appropriate documents, correctly coded to appropriate expenses and tracking code and project code.
- Raises journal vouchers or adjusting journals for necessary reviews and approvals
- Provides support in compiling and submission of the monthly financial reports package for the respective projects
- Address monthly financial reports review comments raised by the Accounts Payable (AP), regional office in Nairobi and the COP/Operations manager in relation to travel and activity advances & respective liquidations.
- Reviews sub-grantees and vendors' financial documents in consultation with the Senior Operations Manager.
- Maintain petty cash and making petty cash payments
- Make available approved payments to workshop participants (including travel and meals refunds) as designated by the supervisor
- Process checks to suppliers and employees
- Accounting/keep track of expenses and other financial transactions, mainly involving expense entry, tracking and record keeping;
- Ensure adequate filing of finance documents
- Performs other duties assigned by the supervisor.
- Assist with administrative duties as needed.

#### **Minimum Required Education & Experience**

- Bachelor's degree or diploma in relevant field (Accounting, Business administration, economics etc.)
- Minimum of three years of professional experience in the development field
- Ability to understand and interpret policies and procedures as well as the ability to apply them with consistency in a variety of circumstances.
- Discreet in the judgment and management of confidential matters, materials and sensitive issues.
- Ability to function independently and carry out routine responsibilities with minimal supervision
- Ability to answer most inquiries and questions independently and follow up on requests in an efficient manner.
- Ability to resolve problem situations in a tactful and effective manner
- Excellent communication skills - both orally and in writing
- Demonstrated experience and ability to deal with persons of diverse cultures.
- Must be proficient in MS Excel and working knowledge of accounting software is preferable. Accpac proficiency would be a plus.
- Must be able to communicate in both Juba Arabic language and English (written and oral).
- Ability to work well in team environment and train partners in financial reporting.
- Ability to follow guidelines and controls required of the position





- Ability to provide mentorship and on-the-job training to SSPDF finance staff.
- Ability to work effectively with SSPDF and government representatives, communities, and other stakeholders.
- Attention to details with regards to reporting cycles and timelines.
- Excellent computer skills: Word processing, spreadsheets. Report writing skills.
- Good interpersonal and communication skills in English and Juba Arabic.

**To Apply:**

Qualified applicants should submit an application letter and detailed resume enclosed with a copy of nationality, via [South-Sudan-Hire@rti.org](mailto:South-Sudan-Hire@rti.org) not later than October 20<sup>th</sup>, 2021. Applicants are encouraged to apply immediately as the position may be filled prior to the deadline. Applicants already settled in Juba would be of added advantage (No relocation package will be provided). Only shortlisted candidates will be contacted.

The RTI South Sudan Office Address is located inside Seventh Day Adventist Compound, Munuki-Bilpam Road, Juba, South Sudan.

**\*\*\*\*Juba Arabic Fluency is a requirement\*\*\*\***

**\*\*\*\*Local candidates based in Juba preferred\*\*\*\***

