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Approved  
12.10.2021



## Vacancy announcement!

**Position:** Finance Assistant

**Reports to:** Finance Manager

**Duty Station:** Juba with travels to fields location

**Start Date:** December 2021

**INSO does not charge fees of any kind at any stage of the recruitment process (i.e., during the application process, interview meeting or training), and will not ask for employee information or bank account details, until a contract has been signed.**

### Organisational Background

Founded in 2011, the International NGO Safety Organisation (INSO) is an International Charity that supports the safety of aid workers, by establishing safety coordination platforms in insecure contexts. INSO provides registered NGOs with a range of free services, including real-time incident tracking, analytic reports, safety related data and mapping, crisis management support, staff orientations and training.

INSO services help NGOs with day-to-day risk management responsibilities and improve their overall situational awareness, to support evidence-based humanitarian access decisions.

INSO provides daily support to more than 1,000 NGOs in 17 of the world's most insecure countries and has earned a strong reputation for performance, principles and professionalism.

INSO has been registered as a Charity in the Netherlands since April 2019 and its global Headquarters is based in The Hague, the International city of peace and justice.

### Job Summary

The post is to be based in our Juba office, with sporadic travels to our field offices in other parts of the country.

The Key responsibilities of this position will be to support the finance team in carrying out the general accounting of the country office, including cash processing and record keeping of the day-to-day transactions in accordance with INSO policy and procedures.

The finance Assistant reports directly to the Finance Manager, who is his/her functional and hierarchical supervisor.



## Main responsibilities

The Finances Assistant shall support the finances team in:

- Receiving Invoices from Logistics departments, ensuring all supporting documents are included.
- Assist in ensuring that all expenses are properly authorized and fully supported before making payment.
- Maintaining Financial filing system in accordance with guidelines.
- Maintaining a schedule for payment of utilities and contractual agreements.
- Ensuring Field Monitors receiving their wages/salaries in time.
- Submit statutory deductions to Tax department for clearance on time.
- Assist with update of Journals (Cash & Bank) on daily basis in readiness for monthly reporting in the absence of finance officer.
- Making frequent field visits to field offices to give financial support.
- And any other duties that may be deemed appropriate to this role.

## Mandatory Requirements

- South Sudanese National
- Proven work experience as a finance assistant or similar role.
- Solid knowledge of financial and accounting procedures.
- Experience using financial software systems (preferably SUNSYSTEM), Q&A reporting tool and excel.
- Knowledge of financial regulations.
- Excellent analytical and numerical skills.
- Bachelor's degree in finance, accounting, business administration, management, or economics.
- Professional qualification as CPA/ACCA is considered a plus.
- fluent English (written and spoken).



## Key Personal Competences

- Well organised and capable to deliver work in tight deadlines
- Eager to learn
- Time management skills.
- Strong ethics, with ability to manage confidential data.
- Excellent interpersonal skills
- A good listener
- An effective communicator
- Able to work in a multicultural environment
- Team player
- Quiet demeanour in stressful or crisis situations

## Desirable Characteristics (Applicants SHOULD have 1 or more of these)

- Two or more years of work experience with NGOs,
- Cross-cultural or international experience.
- INSO is committed to ensuring a gender-balanced team and strongly encourages female candidates to apply.
- Work experience within the NGO sector.
- Understanding of humanitarian principles and practices



**Terms and Conditions:** Renewable Six Contract (probation period during the first three months), salary according to INSO salary grid, 21 working days annual leave and, medical coverage for the employee and up to 4 dependents.

### INSO's Safeguarding Policy

INSO is fully committed to safe recruitment, selection and vetting of all potential new staff, trustees and volunteers and we will ensure rigorous compliance with our Code of Conduct and Safeguarding policy throughout the recruitment process. As such, the following safe recruitment practices will be applied:

- All offers of employment will be conditional on receiving at least two satisfactory professional references.
- INSO will ask candidates about significant gaps in employment history or frequent changes of employer and address.
- All essential qualifications and relevant professional accreditations and memberships will be verified.
- The successful candidate will be required to provide a valid proof of identity (ID card).
- All new hires will receive an orientation in INSO's safeguarding policy and procedures and associated documents (Code of Conduct, Whistleblowing etc.).
- All new hires will be required to sign and abide by the Code of Conduct as a condition of employment.

### How to Apply

Interested applicants are requested to send the following to [jobs@ssd.ngosafety.org](mailto:jobs@ssd.ngosafety.org) by close of business on **28 October 2021**, with reference "**INSO Finance Assistant - Juba**" in the subject line of your email.

- Cover Letter specifying how you meet the mandatory requirements, your motivation in applying, and what you hope to bring to INSO South Sudan (**1-page maximum**).
- Up-to-date CV (**2 pages maximum**).
- Contact information for 3 referees (preferably work-related and from previous line managers)

Please do not send any additional information (such as certificates, copies of diplomas, other writing samples, etc.) with the initial application.

Alternatively, applications in hardcopy can be submitted in a sealed envelope to our Juba office in Thongpiny, Florian Road (off Airport Road, near Kilimanjaro Apartments), **Plot No.479 Block 3k-South**, clearly indicating "**INSO Finance Assistant – Juba**" on the envelope.

**Only candidates that strictly follow the instructions above will be considered. Only shortlisted candidates will be contacted.**



11 October 2021