

Hilfe Zur Selbsthilfe



Job vacancy: Roving Finance Officer.

Help - Hilfe zur Selbsthilfe is a non-profit, independent organization, which was founded on the occasion of the war in Afghanistan in 1981 and is now active worldwide. With an annual project volume of 25-30 million Euro, Help provides rapid assistance in the event of disasters and sustainable reconstruction for and with people in need, especially in Africa, Asia and Europe.

As a globally operating humanitarian aid organization, Help receives funding and the highest recognition from national and international donors and is committed to the national and international standards of humanitarian aid as well as the transparent use of funds and impact monitoring.

The overall objective of the **Help – Germany** in South Sudan program is to assist the South Sudanese to respond and react to community WASH needs. To achieve this objective, Help - Germany implements a multi-sectoral program that includes Food Security & Livelihood, Nutrition, WASH as key activities. Help -Germany currently works closely with the County WASH Departments in large scale county wide WASH and Nutrition programming. Help's Nutrition and Food Security programming is expanding its outreach mechanisms and introducing new initiatives. Help - Germany has program activities in Lakes State.

Scope of position:	Full-time (40 hours/week)
Place of work:	50% in Juba and 50% in the field
Contract duration:	6 months with possibility of extension depending on availability of funds
Start date:	Immediately
Direct Reporting:	Senior Accountant
Doted Reporting:	Country Director
Overall Supervision:	

Overall Job Purpose:

Under the guidance and direction of the Senior Accountant/Country Director, **the Roving Finance Officer** substantially contributes to the effective management of HELP Accounting and ensures that implementation of financial related activities and maintaining of accounting records, in accordance with established HELP-HILFE ZUR SELBSTHILFE guidelines and procedures. The Roving Finance Officer will be 50:50 between Juba Office and field Offices specifically during month end finance closure

KEY RESPONSIBILITIES:

- Assist in ensuring smooth functioning of the Finance department and portray professionalism in administration, cash handling, filling and documentation.
- Checking payment and receipts vouchers to ensure that they are correctly worded, coded and fully approved as per the HELP project codes.

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- Ensures the timely, accurate and relevant financial reports (cashbooks, JVs, cash projection, cash count etc) are submitted to Country office according to timeframe of submission to Country office.
- make visits to field offices provide training to finance staff and non-finance staff on HELP procedures and requirements,
- Processing of cash and bank transactions to all approved payment request.
- Make sure that all supporting documentation is prepared and filed according to HELP procedures.
- Conducts training of finance staff and provide technical support to country program and logistics
- Provide recommendation to improve Finance department at the field sites
- Provides recommendation regarding systems and staffing in the field finance department
- Ensure that financial information and payment is processed in accordance with HELP procedures and processes
- Reviews all vouchers and documents to ensure validity of payment.
- Identify and resolve errors and discrepancies.
- Tracking of operational advances and ensuring effective liquidations and settlement.
- Review of approved payment request for compliance before execution of payments.
- Verification of budget codes on purchase requisition forms, procurement plans, internal purchase orders & payment requests.
- Effective review of field expenditures, cashbook and following up on raised queries and completeness of documentations.
- Support the Senior Accountant on donor invoicing, including Face Form Reporting.
- Keeping all transaction files well archived for audit and record purposes.
- Assist Senior Accountant in generating end of month expenditure reports.
- Perform assets and stock verification on field visits and in Juba Country Office while following up on implementation of audit and Spot Check findings.
- Performs expenditure verification from the Local Partner and reviews their financial report.
- Performs other duties as required in support of the program.

Minimum Requirements

- A Diploma in Business Administration (majoring in Finance/Accounting) preferable. A bachelor's degree in this discipline will be an added advantage.
- At least 2-years' experience of working in South Sudan implementing projects
- Good knowledge of English language both written and verbal
- Ability to work in a complex and volatile environment
- Ability to interact professionally with colleagues and Government authorities.
- Proven computer competence in all Microsoft Offices (Word/Excell), Internet and Outlook.
- Ability to work effectively in a culturally diverse team.
- Ability to keep clear and concise records





HOW TO APPLY

Interested candidates who meet the above criteria should submit their applications which shall include a cover letter, together with an updated CV with at least three referees with their telephone and email contacts.

Address your application to: **The Human Resource Department, HELP Hilfe zur Selbsthilfe South Sudan**. Qualified female candidates are particularly encouraged to apply

Applications can be submitted online to this email recruitment-ssd@help-ev.de. Applicants in Yirol and Mingkaman may deliver to our offices in Yirol and Mingkaman. **Closing Date for receiving applications is: 21st /06/ 2023 @ 5:30 PM Local Time** and Applications will be reviewed on a rolling basis and the position might be filled before the closing date.

