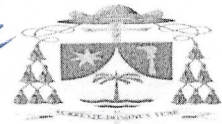


Approved

DEPARTMENT OF LABOUR
DATE: 18/08/2023
S.W.E.S. YAMBIO
Director



ST. THERESA MISSION HOSPITAL NZARA
CATHOLIC DIOCESE OF TOMBURA-YAMBIO
SOUTH SUDAN



17 AUG 2023

Job Advertisement

Job Title	Finance Officer
Position Opening	18 th August, 2023
Closing Date	28 th August, 2023
Reporting to	Administrator
Desired Starting date	ASAP

Hospital Background

St Theresa hospital is a Regional Hospital under the management of Catholic Dioceses of Tambura Yambio (CDTY) with a bed capacity of 140 that serves patients beyond the county and acts as a referral hospital for other facilities. The hospital has an out-patient unit, diagnostic center, specialized eye clinic, HIV and TB, clinic, Paediatrics unit, an Obstetrics and Gynaecology unit, surgical theatre, and a Blood bank. The hospital is funded by multiple donors and is committed to providing high quality medical and surgical services as well as quality patient care.

The hospital is currently looking for a qualified Finance Officer to fill its vacant position in the hospital

Responsibilities

Develops and maintains financial systems. Plans, directs, and controls accounting and financial operations. Prepares reports and documents covering accounting transactions for management review. Ensures that accurate records are kept by standard practices

To carry out any data inputs or filing as required, if possible by the use of Quick book

1. Forecasting future income and expenses, creating budgets and balance sheets, and ensuring that spending is within budget limits
2. Preparing cheques for utility, tax, payroll, and other company bills
3. Using manual and computerized bookkeeping systems to keep, maintain and balance financial records
4. Writing daily reports, preparing general ledgers, trial balance, and other financial statements
5. Preparing other accounting, statistical, and financial reports
6. Record all cash payments in the Finance Department ensuring payments orders, payment vouchers are properly filed in, and other procedures are properly adhere to.
7. If any, prepare and process Deposit Account statements are send out on time every month.
8. Review payroll prepared by Human Resource before the end of every month.
9. To carry out all filing in the departments and ensuring all files, archives are adequately Labeled and organized.

Skills & Abilities

- Ability to multi-task.
- Knowledge of MS word, outlook, PowerPoint, Excel, Quick book

- Ability to work well with others.
- Ability to listen and communicate both verbally and in writing.
- Ability to follow instructions.
- Attention to detail and accuracy.

Minimum Required Education & Experience

- Having degree or diploma in accounting from a recognized University
- Experience of two or more years working in a busy and demanding organization,

How o Apply:

Qualified applicants should submit an application letter and detailed CV to the office of the Human Resource Department.

St. Theresa Mission Hospital
Catholic Diocese of Tombura-Yambio.
Email: hrnzarahospital@gmail.com

Or drop your application at Curia
Catholic Diocese of Tombura-Yambio
Note that only short-listed applicants will be contacted.

Female candidates are strongly encouraged to apply