

## JOB DESCRIPTION- FINANCE ASSISTANT

**Applications are invited from qualified candidates for the position of FINANCE ASSISTANT.**

Position: Finance Assistant

Location: Juba

Duration: 1 year with possibility of Extension

Reporting to: Finance Officer

Working arrangement: Full time

Start date: ASAP. Applications will be reviewed on a rolling basis



5014  
MDL  
Approved  
16/12/2022

### BACKGROUND

IsraAID is an Israel-based non-governmental organization that was founded in 2001 and has since its inception worked in emergency and long-term development settings in over 55 countries. IsraAID's mission is to support people affected by humanitarian crises by partnering with local communities around the world to provide urgent aid, assist recovery, and reduce the risk of future disasters.

### DUTIES AND RESPONSIBILITIES

In close collaboration with the Finance Manager and Finance Officer, reinforce existing SOPs and systems for financial management and control in compliance with IsraAID financial guidelines, the country's laws, and donor requirements.

#### Cash and Transaction Management

- Manage day-to-day accounting functions, including regular cash verification, cash/bank reconciliation, monthly cashbooks closing, advances' reconciliation, filing of bookkeeping and receipts and timely submission of accounts to Finance Consultant
- Ensure payments to suppliers and recurrent expenditures are made in a timely manner with the appropriate authorization and the organizations internal procedures
- Process cash advance to staff, check liquidation of cash advance ensuring that all the supporting documents are in order and expenditures are in accordance with established policies and procedures. Follow-up on long outstanding advances.
- Manage the office Petty-Cash and compile all the cash counts and payments tracker in-line with the organization's internal procedures

#### Accounting and Recording

- Record transactions into the accounting system on a daily basis ensuring that all transactions are recorded accurately, timely, and treated consistently in accordance with IsraAID's accounting policies
- Assist in the month-end and year-end account closing, including all bank and cash reconciliations
- Execute payroll functions in coordination with HR focal point to ensure that employees and service providers are paid in timely and accurate manner, ensuring that all the deductions and additions are accurately calculated, and payroll are released on schedule

- Work closely with the Programme Manager to ensure that thorough and effective budgetary control is undertaken
- Oversee the project-end procedures, ensuring that all payments are finalized within the liquidation period and all payments have been committed within the project period
- Prepare for local audits in collaboration with Finance Consultant

### Clerical Administration

- Manage office inventory and fixed asset registry, maintain and regularly update in coordination with logistics department/procurement focal point.
- File financial and program documents, including accurate filing of staff records
- Responsible for archiving of all relevant documents (receipts, contracts, transfers, bank account info)
- Assist with the compilation of financial information to stakeholders
- Maintain verbal and written contact and communication with all the relevant stakeholders

### REQUIRED EXPERIENCE AND TECHNICAL COMPETENCIES:

- University degree/Diploma in Finance, Accounting, Business or related fields
- Minimum 1 year of demonstrated working experience in financial management and accounting, in a related field.
- Knowledge on accounting principles, procedures and standards, as well as rules and regulations of local taxation and compliance
- Confident & proficient in the use of MS Office, and advanced Excel proficiency.
- Experience working with financial systems, ideally in Quick Books.
- Analytical, organized and process oriented person
- Team player as well as independent thinker
- Ability to manage and prioritize a high workload and multiple tasks with tight deadlines
- Good interpersonal skills to establish strong working relationships with colleagues
- Fluency in written and spoken English

**To apply for this position, please send your CV (Max 2 Pages) to [ssdhr@israaid.org](mailto:ssdhr@israaid.org) or Hand delivered to IsraAID offices in Afex RiverCamp.**

**Please note that CVs longer than 2 pages will not be considered**

*Please use the following title as subject: CV\_Name\_Finance Assistant*

**Deadline of Application: 5th January 2022**

**This position is open to South Sudanese Only.**

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IsraAID is a registered non-profit organization in Israel (Amuta/Org. 580472959) and in the United States as a 501(c)3 (EIN 462118225)

