



JOB Advertisement

Position	Finance Asisstant (1)
Location	South Sudan, Juba
Reports to	Finance Coordinator
People under Supervision	none
Indirect reports to	n\a
Other staff interactions	Closely cooperates with all the staff
Department	Operations
Type of work	Full time
Dead line:	19th December 2024

RESPONSIBILITIES

- **CASH AND BANK MANAGEMENT**
- Processing payment of cash and cheques to staff and service providers that have been duly approved and complete supporting documentation.
- Entering cash payments in the cash books on a daily basis.
- Daily reconciliation of cash and ensure both the physical cash and cash books reconcile.
- Preparing monthly cash count in line with PAH procedures.
- Writing cheque books and obtaining required signatories for cash withdrawals and payment of service providers.
- Preparing and tracking PIT payments.
- Processing payments through HQ and achieving confirmations.
- Requesting cash replenishment depending on balance in the safe and what is required in the office and be bank agent.
- Obtaining clearance letters from RRC and the respective government departments for cash shipments to the field.
- Liaise relations with other financial entities (i.e bank, government authorities)
- Assist in review of check register and reconciliation of bank book to bank statement monthly.
- Immediately elevate all major finance issues to the Head of Operations and Finance Coordinator

- **FINANCIAL REPORTING:**
- Reporting transactions under BANK, FZSUD, RZSUD and CASH buffo journal
- Uploading journal entries in BC system
- Linking supporting documents in BC on a monthly basis
- Making corrections on timely manner, both on hard copy and in BC
- Reporting PIT payments under the tracker
- **FINANCIAL DOCUMENTATION MANAGEMENT AND AUDIT:**
- Receiving invoices/bills
- Preparing description vouchers for shared costs
- Scanning, re-naming and uploading financial documents to sharepoint
- Ensure proper filing of finance documents based on PAH finance regulations and BC filling categories in both hard and soft copies
- **PERFORMING ANY OTHER DUTIES AS AND WHEN REQUIRED BY THE SUPERVISOR.**



<p>EXPERIENCE AND QUALIFICATION</p> <ul style="list-style-type: none"> • Diploma in accounting, finance, commerce, or business administration. • Bachelor's degree holder will be of an added advantage • A minimum of 1-2 years of experience with an INGO in accounting environment and reporting is preferred. • Working experience in computers including MS office: Word, Excel and Outlook • Self-organized and motivated, showing initiative to work with minimal pressure • Good written and spoken English, ability to communicate local languages an advantage • Working knowledge of accounting software
<p>WORK BASED SKILLS AND COMPETENCIES</p> <p>Essential</p> <ul style="list-style-type: none"> • Honesty and transparency in dealing within the organization and with outside parties • Attention to detail and careful in executing the work to be done • Flexible, with the ability to work both as an individual and as a team member under stress in harsh environments • Actively seeks solutions and proposes options for action planning to resolve issues • Sense of responsibility and sense of community with the teams being supported • Ability to organize and effectively process and maintain records and files • High level of attention to detail in all aspects of work responsibilities • Strong mathematical skills, • South Sudanese National only
<p>DESIRABLE</p> <ul style="list-style-type: none"> • Good attention to detail • Computer skills with proficiency in Microsoft excel • Good interpersonal and communication skills • Positive attitude • Energetic and interested



Application Submission Criteria:

Please send a covering letter outlining how your skills and experience meet the Person Specification along with your CV to Human Resources at recruitment.ssud@pah.org.pl or submit your application to PAH Compound South Sudan Mission near Nile Fortune Hotel; Tomping, Juba - South Sudan.

- Please indicate the position you are applying for in the subject line i.e. ***“Application for the position of Finance Assistant”***
- We appreciate your application however; only short-listed candidates will be contacted. If you have not been contacted after the closing date, we regret that your application has been unsuccessful.

Note:

- Due to the urgency to fill this position, shortlisting may take place before the advertisement deadline.
- We appreciate your application however; only shortlisted candidates will be contacted. If you have not been contacted within the closing date, we regret that your application has been Unsuccessful.

