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Approved by
MOL/RSS/JT/
Chau
18/09/2023



JOB ADVERT

Job Title	Finance & Admin Assistant
Type of contract	Volunteer
Contract period	Six (6) months with possibility of extension
Job Location	Juba
Reporting to	Finance Coordinator
Contract starting Date	As soon as possible
Advert Posting Date	18 th September 2023
Advert Closing Date	05 th October 2023

1 About NICE-SS

NICE-SS is a registered non-governmental organization founded by a group of young visionary South Sudanese youths and social entrepreneurs who aspire to contribute to the empowerment and socio-economic well-being of underprivileged women, children and men, including widows, orphans, IDPs, returnees, refugees, PWDs and other vulnerable people to increase access to humanitarian and development assistance in South Sudan. NICE-SS is legally registered by the Relief and Rehabilitation Commission (RRC) bearing registration number 4763 and has been operating under this name for more than one year since inception. NICE-SS envisioned **“Empowered and resilient communities”** with a mission to **“promote and empower communities for sustainable development”**. NICE-SS’s overall mandate is to work with underprivileged communities and contribute to improving the capacities and social well-being of its beneficiaries through interventions under the thematic focus on **Protection, Community health, Livelihood and community economic empowerment, Sustainable education, Environment and Natural Resource Management, as well as Institutional, operational and management capacity Development**

2 Description of the role

The Finance & Admin Assistant is responsible to provide financial, personnel and administrative support to Juba main office and to work closely with the finance coordinator, as well as the program coordinator to ensure efficiency and effectiveness in accordance to NICE-SS financial, human resource procedures, core values, code of conduct and South Sudan legal frame work in juba.

3 Job Duties & Responsibilities

3.1 Finance function

- Ensure compliance with financial management procedures.
- Submit monthly financial reports including completed monthly cash sheets, transaction documents and cash count reconciliations in a timely manner to the finance coordinator.
- He/she checks closely the electronic financial records with actual physical documents to ensure existence, accuracy and completeness.



- Ensure all documents are scanned and filed properly for archiving.
- Prepare financial documentation for all payments, ensuring suppliers, traders and staff receive cash promptly, while rigorously adhering to NICE-SS's policies and procedures.
- Maintain a register of payments done to suppliers/traders accounts to ensure the amounts paid are what is due to them and assessed before subsequent payments are made.
- Manage petty cash and the safe, ensuring weekly cash counts are conducted with the finance coordinator/program coordinator.
- Prepare cash forecasts in a timely manner to ensure appropriate levels of cash are maintained in the office.
- Maintain track of staff individual advances and ensure they are retired in a timely manner.
- Review all float returns before they are submitted for approval advising if they have been accurately retired for the purpose, they were taken.
- Ensure deduction of taxes (PIT/withholding taxes) and employee social insurance fund and when applicable and timely disbursement to concerned government offices.
- Offer training on NICE-SS financial policies and procedures for other staff.

3.2 Human resource function

- Ensure compliance with human resources procedures.
- Prepares HR monthly reports and submit to the Executive Director after general review of the report by the program Coordinator in ensuring accuracy of the information in the Report.
- In Liaison with the finance coordinator, process monthly payroll on a timely basis ensuring complete and accurate documentation.
- Oversee and facilitate all human resource functions, including recruitment of new staff, induction of new staff, disciplinary procedures and staff exit procedures.
- Track and ensure relevant HR documentation is completed, including timesheets, leave requests and sick leave certificates.
- Maintain well organized staff records and Documentation in hard and soft copies are securely stored on Google drive and hard copies are filed in locked securely in the filing cabinet; liaise with the Executive Director or Program Coordinator for the signing and verification of any necessary documentation e.g. contract extensions, payments.
- With the program Coordinator, track staff training opportunities.
- Liaise with line managers to ensure appropriate staff working conditions are in place.
- Offer supervisory roles for base staff such as cooks, guards, cleaners and other subordinate staff at the base including casuals.
- Ensure the NICE-SS office and base is well kept and appropriate health and safety procedures are put in place.
- Lead in ensuring proper care for NICE-SS staff and visitors.
- Ensure that staff respect local culture and gender sensitivities.
- Provide training for staff on HR policies and procedures.



3.3 External representation

- Build positive working relationships with Relief & Rehabilitation Commission (RRC), local communities, Local government line ministries department, and other NGO representatives.
- Engage with local communities and community leaders to encourage local ownership of the programmes, soliciting feedback and resolving issues together.
- Liaise with local communities, local government and community leaders regarding community related issues when relevant.

3.4 Corporate policies, management systems and procedures

- Contribute towards the promotion and adherence to NICE-SS's objectives, Core Values and Operating Principles.
- Undertake all activities in accordance with internal management systems, operating procedures and policies, and monitor work to maintain compliance.
- Provide training for staff on corporate policies and procedures.

Note: the Finance & Admin Assistant will also perform any other duty across all the aforementioned functions as may be assigned by the supervisor.

4 Persons specifications

- Diploma in Accounting, Economics or related field.
- 2 -3 years' experience in financial accounting & Management
- Knowledge of double-entry book-keeping using accounting software
- Ability to make analysis of financial performance against budget
- Ability to exercise cross-department and /or company written and verbal communications
- Ability in designing, implementing & monitoring internal controls
- Practical skills in setting up and maintaining filing systems
- Strong understanding of finance and HR functions
- Proven knowledge in budgeting & payroll administration
- Proven experience in any of the following areas;
 - a) People management
 - b) HR system
 - c) Financial processes and procedures
 - d) Implementing corporate structures, policies and procedures.
- Proven experience in administrative / office management



5 Essential knowledge, skills and experience

- Fluency in English (written, spoken and reading)
- Proven financial accounting and analytical skills
- Adequate skills in Microsoft excel and Basic word and Outlook
- Organized and methodical with good attention to details



- Good written and verbal communication skills
- Leadership & administrative skills
- Training skills, coaching and mentoring people
- Computer literate in financial management software
- Commitment to accountability to beneficiaries and transparency, showing dignity and respect, and demonstrating listening and understanding
- Understanding and sensitivity to cross cultural issues
- Flexible and adaptable to ever changing environments

6 Application procedures:

- 1- Interested persons who meet the qualifications, experience and skills are required to submit their cover letters, updated CV's (only in english) plus copies of academic certificates & Nationality ID to nicesouthsudan.2022@gmail.com.
- 2- For applicants who will wish to submit their applications in hard copy, drop your applications at NICE-SS head office located in **kololo, opposite the American Embassy** inside Prism construction Company Limited compound.
- 3- For all submissions, Please use the reference code **“NICE-SS-Finance & Admin Assistant-Juba-Vacancy”** in the email subject line.
- 4- Closing date for receiving applications is **05th October 2023** before **5:00pm**.
- 5- Note, this is a national recruitment for **South Sudanese nationals** only.

NB:

- Applications once received are not returnable.
- Due to the urgency of the position, applications submitted will be shortlisted on a rolling basis. Should there be a suitable candidates, the position may be filled before the deadline for applications.
- **Female candidates are strongly encouraged to apply**
- **Only shortlisted candidates will be contacted.**

NICE-SS is an equal opportunity employer and is committed to preventing any type of unwanted behavior at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people, adults and beneficiaries with whom NICE-SS engages. NICE-SS expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us

