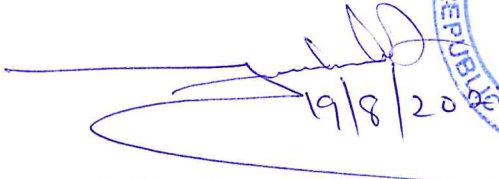


SD. H3


19/8/2022



CBM is an international Christian development organization, committed to improving the quality of life of people with disabilities in the world. CBM addresses disability as a cause and consequence of poverty, and works in partnership to create an inclusive society for all.

Finance Assistant

We are looking for someone who will ensure

- Maintaining a petty cash float as per CBM policies and procedures.
- Developing weekly petty cash forecast on every Friday after a petty cash count and subsequent petty cash replenishment on every Monday the following week by 10:00am
- Preparing payment requisitions and relevant documents and processing payment
- Ensuring all Forex services are carried out in exchange bureaus licensed by Bank of South Sudan and receipt filed for every transaction.
- Maintaining payable schedules and records of all Invoices received from vendors and service providers.
- Ensuring timely payments of monthly bills and utilities to vendors, suppliers and service providers.
- Managing schedules and files for statutory deductions
- Preparing statutory payments such as Personal Income Tax (PIT), withholding tax on consultancies/rent, remittance of staff gratuity and NSIF etc and ensuring compliance with the regulatory bodies.
- Maintaining an updated filing system and ensuring posting of all transactions
- Ensuring payments are fully approved and supported before payment: documents are stamped PAID/RECEIVED after payment or receipt of funds and filed immediately.
- Preparing bank reconciliations and follow up on any outstanding items
- Undertaking weekly cash counts and a monthly cash verification procedure to ensure proper use of the imprest
- Maintaining proper and the appropriate filing of the electronic and hard copies of the financial documents and reports
- Help with financial data entry and general bookkeeping
- Support in audits and spot check internally and externally.
- Carry out any other duties that may reasonably or exceptionally be required to ensure the smooth operation of the Finance Department and the Organization

We are looking for someone who has;

- Bachelor's degree in Accounting or Business Studies from a reputable university.
- At least two years of experience in accounting and finance, preferably in a development organisation

- Ability to work with minimum supervision
- Effectiveness at team work and interpersonal relationships
- Keen analytical skills
- Experience of working with persons with disabilities or promoting disability rights is a distinct advantage.
- Willingness to commit and adhere to CBM's values and Child Safeguarding Policy
- Excellent organisational skills, and ability to deal with stress or pressure

Application Procedures:

Candidates with the **required profile and proven experiences**, who meet these qualifications, are invited to submit **via link below**, a letter of motivation stating why he/she wishes to work for CBM, CV, three professional references and salary expectations.

Email : Info.Southsudan@cbm.org

Hardcopy can be dropped at the address below;

Christoffel-Blindenmission Christian Blind Mission e.V.
 Buluk Eye Centre ,400 Meters South Ministry of Petroleum
 Juba, South Sudan, Opposite Sudan Embassy



Application deadline: 8th September 2022

The future job holder will adhere to CBM's values and commits to CBM's Code of Conduct, CM policy preventing Fraud and Corruption and Safeguarding Policy. CBM encourages persons with disabilities who meet the qualifications to apply for this position. For further information about CBM's inclusion policy, please visit our Resources & Publications section at <http://www.cbm.org>

Only short-listed candidates will be contacted.

A handwritten signature in blue ink on the left. To its right is a blue rectangular stamp with a double-line border. The stamp contains the logo for "cbm" (Christoffel-Blindenmission) and the text "Christoffel-Blindenmission Christian Blind Mission e.V."