



# ACTED



## VACANCY ANNOUNCEMENT:

### Finance Officer

**Position:** Area Finance Officer

**Dept.:** Finance

**Location:** Juba

**Starting Date:** As Soon As Possible.

**Opening Date:** 25/January/2021

**Duration:** 4 months with possibility of extension base on satisfactory performance

#### 1. Background ACTED

ACTED is a French humanitarian NGO, founded in 1993, which supports vulnerable populations, affected by humanitarian crises worldwide. ACTED provides continued support to vulnerable communities by ensuring the sustainability of post-crisis interventions and engaging long-term challenges facing our target populations, in order to break the poverty cycle, foster development and reduce vulnerability to disasters. Our interventions seek to cover the multiple aspects of humanitarian and development crises through a multidisciplinary approach, which is both global and local, and adapted to each context. Our 3,300 staffs are committed in responding to emergencies worldwide, to supporting recovery and rehabilitation, towards sustainable development.

ACTED is looking for enthusiastic and motivated person to fill the above position based in Wau, WBeG.

#### JOB PURPOSE

Under direct supervision of the Area Coordinator with dotted line management by CFM, the finance officer will be in charge with:

- Respect existing financial procedures and send all accounting documents/reports to country office;
- Follow-up of financial indicators of ACTED'S Projects;
- Help the country finance office to have vision of the area's financial situations
- Liaise with logistics staff to ensure good organization/procurement support processes to the operations
- Fulfil all ACTED official requirements with Government, UN, Non-Governmental Organizations and any other entity as necessary.

#### CHAIN OF COMMAND

Under the authority of:

- Country Finance Manager/AC

Line Management: Report to:

- Area Coordinator(AC)

#### WORKING RELATIONS

Internal:

- Deputy Country Director
- Country Finance Manager
- Senior Country Finance Officer
- Transparency & Compliance Manager
- Human Resources Dept.
- Logistics Dept
- REACH Dept
- T&C Dept
- Projects Implementation Unit

External:





- States Government (state Ministry of Finance).
- Revenue Authority, Chamber of commerce, etc.)
- Other Agencies with the state
- Suppliers
- Local partners
- Etc.

## **OBJECTIVES**

- To ensure proper maintenance of financial records,
- To provide timely financial information to the Area Coordinator, projects coordinators and projects managers,
- To ensure compliance with applicable financial Guidelines, financial processes and applicable Laws and statutes.
- Respect and follow-up the ACTED'S finance procédures and guidelines ;

## **Duties /responsibilities**

### **ii. General responsibilities :**

## **KEY RESPONSIBILITIES**

### **Finance & Budget Control**

- Follow up of financial and accountancy procédures of ACTED South Sudan ;
- Accountable for efficient flow of financial information to country office
- Ensure that invoices' vouchers are submitted to Country finance for timely submission to donors

### **Cost Control**

- Ensure that all resources of his/her base is allocated on the correct project ;
- Ensure that the running costs of his/her base are consistent.
- Ensures contract follow up weekly before committing payments

### **Internal Control**

- Validation of payments and compliance checks in payment documentation
- Supervise the cashier work to ensure compliance is adhered ;
- Set up and follow up of financial documents/files ;
- Ensures correct budgetlines are used for expenses
- Ensures compliance controls are adhered to and give support to both internal/external audit or spott checks when required.
- Ensure that advances are opened and closed on the timeline.
- Properly file and label all finance folders/vouchers according to BALZAC

### **Accountancy**

- Responsible for his/her area accountancy follow up ;
- Follow up of ACTED financial procedures and policies.





- Responsible for coordinating with the finance team in the Capital Office
- Cash management – including requests and transfers monthly
- Prepares Bank reconciliation
- Monthly financial report
- Other duties as he/she may be assigned.

#### **Person Specifications/Qualification/skills**

- BSc Degree in Finance, Accounting, business Administration and Economics or related fields
- At least 4 years experiences in a related field with national or international organization; of which 1 year work experience as finance officer or similar role is an asset.
- Good knowledge of computer applications ie excel, word, etc
- Good communication skills both (written & verbal) in English and Arabic
- Ability to operate computerized accounting system's software (familiarity with SAGA an advantage).
- Ability to communicate effectively with a wide range of audiences in a friendly and polite manner.
- Ability to work in a busy environment.
- Attention to details and self-oriented/self-starter.
- Flexible approach to work and capable prioritizing his/her tasks.
- Ability of undertaking multi-tasking workload
- Ability to work within a team environment as well as an individual.

#### **KEY PERFORMANCE INDICATORS**

- compliance with system controls(financial Accountant's processes)
- Projects on time, scope & Budget ( financial Accountant's initiatives)
- variances to expense budget(finance Manager's Dept.)
- Financial- efficiency Transaction Processing & Reporting
- Quality and pro-activity regarding FLAT controls
- Precision in accountancy
- Meeting deadlines



Please hand in a CV and cover letter Detailing how your experience and skills match this position, ACTED main office in Hai- cinema behind concord hotel not later the **11 Of Feb/2021 by 5: 30 pm** or email: [Equatoria.admin@acted.org](mailto:Equatoria.admin@acted.org)

Applications will not be returned so apply using your document copies and only shortlisted candidates will be notified. Also indicate the post you applied for clearly on you envelop your contact and name.

