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MOL  
Approved

*[Signature]*  
25/04/2022



Date: 25<sup>th</sup> April 2022

**Re: Job advertisement:**

Established in 1984 in the UK, Islamic Relief (IR) is an International NGO seeking to promote sustainable economic and social development by working with local communities through relief and development activities. IRSS works in the following States in South Sudan that include Central Equatoria, Eastern Equatoria, Western Baher El-Ghazal and Warrap state of Tonj North. IRSS help the needy and the vulnerable regardless of race, religion or gender.

Applications are invited from 25<sup>th</sup> April 2022, from suitable candidates to fill in the position below with a base in Juba or as projects, funds are being secured

<b>JOB Title: FINANCE ASSISTANT</b>
<b>BASE LOCATION: Juba, South Sudan</b>
<b>REPORTING TO: Finance Manager South Sudan</b>
<b>LINE MANAGEMENT RESPONSIBILITIES: None</b>
<p><b>PURPOSE OF DIVISION:</b></p> <p>Through capacity building and through technical and Programme support, the International Programme Division keeps the organization focused on the socio-economic and humanitarian needs of vulnerable people. The division reinforces IR's implementing structure to enable these people and their communities to develop themselves sustainably, and ensures that the organization is prepared to respond promptly and effectively to humanitarian crises.</p> <p>The division increases the organization's ability to tackle poverty by developing and fostering partnerships and institutional relationships effectively and proactively, and by ensuring transparent and timely reporting to the organization's donors.</p>
<p><b>JOB PURPOSE:</b></p> <p>Supports the smooth functioning of the Finance team, particularly in the areas of petty cash management, financial administration and communication with the bank.</p>

**KEY WORKING RELATIONSHIPS**

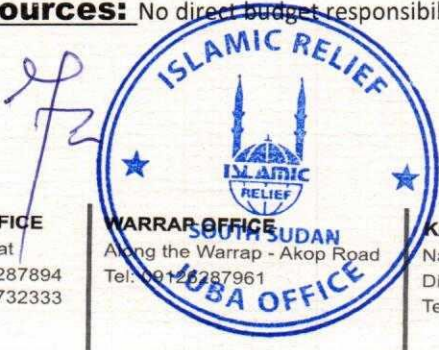
- Has regular contact with the Finance team, the Programme and Logistics teams.

**SCOPE AND AUTHORITY**

**Scope of the Role:**

The job holder is accountable for fulfilling his or her roles and responsibilities in line with Islamic values and principles of fairness, humanity, honesty, respect and fair treatment of his/her colleagues and staff. The Finance Assistant adheres to the policies in the finance team in support of the organization projects.

**Responsibility for Resources:** No direct budget responsibility. Manages petty cash.



**MAIN OFFICE**  
 IR.SS. Along Unity Road  
 Plot No.54, Block B-xvi  
 Hai. Cinema, P.O Box 353  
 Juba South Sudan  
 Tel : 0922680306

**WAU OFFICE**  
 Hai Darajat  
 Tel: 0916287894  
 0929732333

**WARRAP OFFICE**  
 Along the Warrap - Akop Road  
 Tel: 09126287961

**KAPOTEA**  
 Narus Compound  
 Diocese of Torit  
 Tel: 0921373324

Website: [www.islamic-relief.org](http://www.islamic-relief.org)  
 RRC Reg No.051



## **KEY ACCOUNTABILITIES**

The job holder is accountable for fulfilling his or her roles and responsibilities in line with Islamic values and principles of fairness, humanity, honesty, respect and fair treatment of his/her colleagues and staff.

### **Key Accountability 1: Manage and dispense petty cash**

- Monitor petty cash float and expenditure, dispense and receive cash in line with IR Finance Policies.

### **Key Accountability 2: Financial administration**

- Liaison with the Bank regarding withdrawals and payments.
- Ensure financial documentation is correctly filed, archived, in a timely manner.
- Printing of vouchers.

### **Key Accountability 3: Data entry**

- Working under the guidance of the Programme Accountant, Grants Accountant and/or Finance Officer input financial transactions into the financial system.

### **Key Accountability 4: Receive staff timesheets**

- Print and verify if charged against the appropriate donor source,
- Filing of all timesheets in a timely manner.



## **PERSON SPECIFICATION**

### **ESSENTIAL**

- Diploma in accountancy or a related field
- One -Two years' experience in an entry level accounting or book keeping role
- Proficient in double entry bookkeeping and accounting software.
- Advanced IT skills; able to use online financial systems and input data with a high degree of accuracy
- High level of attention to detail
- Willing and able to travel to field locations for up to 20% of role
- Competent in written and spoken English
- Sensitivity to cultural differences
- Sympathy with the aims of IR

### **DESIRABLE**

- Experience working in an NGO in a similar role
- To be familiar with and abide by the NGO/Red Cross Code of Conduct, the People in Aid Code, IRW International procedures

### **PERSON SPECIFICATION**

- It is essential that the post holder shows a good understanding and sympathy with Islamic values and principles as well as commitment to Islamic Relief Worldwide vision, mission and core values





### **Experience, Competencies and Qualifications**

- Degree in Human Resources or a related business field with a Human Resources professional qualification
- 5 years' experience in a similar role, preferably with some management experience
- Advanced IT skills; able to use online HR systems and verify data with a high degree of accuracy
- Knowledge of the labour law
- High level of attention to detail
- Advanced analytical skills
- Willing and able to travel to field locations for up to 30% of role
- Advanced written and spoken English
- Sensitivity to cultural differences
- Sympathy with the aims of IR



### **DESIRABLE**

Member of a Recognized Human Resources body  
Knowledge of global HR standards such as the CHS Alliance, World at Work and CIPD  
Experience working in an NGO in a similar role  
Working knowledge of using payroll systems and software  
To be familiar with and abide by the NGO/Red Cross Code of Conduct, the People in Aid Code, IRW International procedures

**If you are the right candidate for the above role and can clearly demonstrate your ability to meet the qualification given, submit your application attached CV to Islamic Relief South Sudan Programme. Along Unity Rd Hai, Cinema-Juba South Sudan near Acted office. Or send to [IRSS.Recruitment@islamic-relief.or.ke](mailto:IRSS.Recruitment@islamic-relief.or.ke)**

**This position is open for national  
Only short listed candidates will be contacted.  
Deadline: 14th May 2022.**