



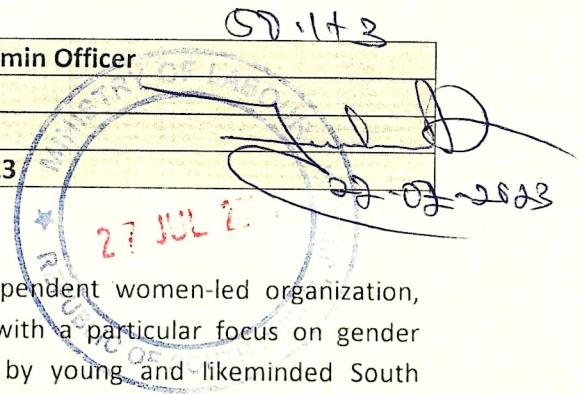
COMMUNITY INITIATIVE DEVELOPMENT ASSOCIATION

CIDA - SOUTH SUDAN

27th July 2023

JOB VACCANCY ADVERTISEMENT

Position/Title	Finance and Admin Officer
Duty Station	Juba
Date of advert	27 th July, 2023
Submission Deadline	27 th August, 2023



BACKGROUND:

Community Initiative Development Association (CIDA) is an independent women-led organization, dedicated to advancing the rights of marginalized communities, with a particular focus on gender equality and building resilience communities. Founded in 2016 by young and likeminded South Sudanese nationals who are highly experienced, with diverse professional fields of competencies and have local knowledge and context of fragile South Sudan. The organization provides a range of services and programs including fights against poverty, building resilience, reduction of inequality, social protection, human rights advocacy, Peace building, Promote equality education, food security and livelihood for communities affected by climate-related hazards, conflicts and natural disasters in Republic of South Sudan.

Vision: We envision inclusive society that is socially, peacefully and economically empowered. CIDA believes that the recognition of human rights contributes to the well-being of everyone in the society, with shared value.

Mission: We seeks to advance the rights of marginalized communities, build and sustains their capacity to participate strongly to advance gender equality, fight against poverty by building sustainable resilience, protecting human rights, and the environment while reducing social injustice.

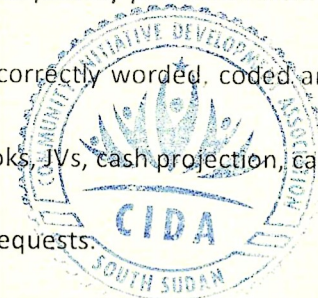
VALUE System CIDA's conduct is inspired by the maximum **integrity** and **honesty** in all circumstances and areas.

OVERALL JOB PURPOSE

The Finance Officer substantially contributes to the effective management of Accounting and ensures that implementation of financial related activities and maintaining accounting records, in accordance with established organization guidelines and procedures.

KEY RESPONSIBILITIES:

- Assist in ensuring smooth functioning of the finance department and portray professionalism in administration, cash handling, filling and documentation.
- Checking payment and receipts vouchers to ensure that they are correctly worded, coded and fully approved as per the project codes.
- Ensures the timely, accurate and relevant financial reports (cashbooks, JVs, cash projection, cash count)
- Processing of cash and bank transactions to all approved payment requests.



- Make sure that all supporting documents is prepared and filled according to organization procedures.
- Ensure that financial information and payment is processed in accordance to organization procedures and processes
- Review all vouchers and documents to ensure validity of payment
- Tracking operational advances and ensuring effective liquidations and settlement.
- Review of approved payment request for compliance before execution of payments
- Verification of budget codes on purchase requisition forms, procurement plans, internal purchase orders & payment requests.
- Effective review of field expenditures, cash books and following up on raised queries and completeness of documentations
- Support the senior accountant on donor invoicing, including face form reporting.
- Perform assets and stock verification on field visits and juba office while following up on implementations of audit and spot check findings
- Performs other duties as required in support of the program

MINIMUM REQUIREMENT

- A Diploma in Business Administration (majoring in Accounting and Finance) preferable. A bachelor's degree in this discipline will be an added advantage.
- At least 2 to 5 years' experience of working in project implementation
- Good knowledge of English language both written and verbal
- Proven computer competence in all Microsoft Offices (Word/Excel), internet, outlook and accounting software such as QuickBooks, tally.

HOW TO APPLY

Qualified female candidates are strongly encourages to apply.

Your application documents should include; CV, letter of motivation and certified copies of academic documents and national ID to Email: HRcidasouthsudan@gmail.com before the dateline 24th August, 2023.

The recruitment and filling of this vacancy is subject to the final approval of funds from the donor.

CIDA has zero tolerance on all forms of abuses including sexual exploitation, sexual abuse, human trafficking, child abuse, child labour, discrimination, and fraud & corruption. All concerns and complaints regarding safeguarding will be rigorously identified, reported, and investigated. Any pending SEA allegation or abuse will lead to disqualification or termination of contract.

CIDA does not charge any fee at every stage of recruitment.

NB: Only shortlisted candidates will be contacted.

