



# JOHANNITER

## JOB VACANCY

**Job Title:** Finance Officer (1 Position)  
**Organisation:** Johanniter-Unfall-Hilfe e.V.  
**Location:** Torit, Eastern Equatoria State, South Sudan  
**Reporting to:** Project Coordinator  
**Technically Reports to:** Country Finance Manager/Finance Coordinator  
**Supervising:** Finance Assistant  
**Working with:** Finance, Logistics, HR and Program Team  
**Posting Date:** 22<sup>nd</sup>/March/2021



### Organisation Description:

Johanniter-Unfall-Hilfe e.V. ([www.thejohanniter.org](http://www.thejohanniter.org)) is German Christian non-governmental organisation, dedicated to excellence in the field of first aid, ambulance service, social service programmes and other projects in the medical and social field. The Federal Headquarters are based in Berlin, Germany. Johanniter International Assistance is the operational unit for humanitarian aid, development co-operation and emergency relief, implementing and supporting mostly health projects worldwide.

### Main Purpose of Job:

To manage and record the Transactions into the Excel Cash book and ensure payments to all suppliers based on the invoices generated from Logistics and administrative Offices; Process all the Payment Vouchers ensuring all necessary supporting Documentations are available, appropriately signed by various authorities.

### Main Duties and Responsibilities

- ❖ On a daily basis, record all the Transactions into the excel cashbook and ensure that the booking texts conforms to the organizational financial guidelines.
- ❖ Prepare the weekly Cash Counts (every Friday) and ensure that any discrepancy is reported to the Project Coordinator and Country Finance Manager for further action.
- ❖ Ensure accuracy and completeness of the cashbooks and ensure proper filling of all financial documents.
- ❖ Extract Budget Monitoring Reports from SUN System, organize monthly BVA's review session on 15<sup>th</sup> of each month and report feedback to Country Office.
- ❖ Represent finance department in SMT Meetings.







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## ***Objective 1: Processing and payment to suppliers/vendors***

### Activities:

- Receive payment requests from Logistics department and prepare the voucher of payments and submit them for authorization and approval ensuring that all documentation is properly signed and dated correctly.
- Ensure that all Receipts are stamped using the Johanniter Approval/ Paid stamp and that all invoices and or receipts are signed by the suppliers.
- Pay market visit on random basis to cross check prices of different items to ensure that prices offered to Johanniter are matching the market prices.
- Ensure the invoices are arranged in a chronological order and file them accordingly in the various files for each cashbook
- Ensure that all checks to suppliers and Bank transfers are done when necessary and Assist the Country Finance Manager with banking related issues.

## ***Objective 2: Cashbook Management – Recording Transactions into excel cash book***

### Activities:

- Maintain USD Cashbook in Excel format, ensuring that all transactions are properly recorded in the Excel cash book.
- Ensure booking text descriptions, and correct cost centers, and budget lines and Ensure that expenses are rightly allocated to the correct Cost Centres (project), and in the correct budget line.

## ***Objective 3: Support to ensure the accountancy in terms of quality, reliability and transparency***

### Activities:

- Ensuring the management of cash boxes (following up advances and maintaining the advances register, physical inventories, expenditure conciliations, etc.).
- Review the Cashbooks in Excel format, ensuring that all transactions are properly recorded in the Excel cash book booking text descriptions, and correct cost centers, and budget lines.
- Ensuring monthly and weekly cash forecast of the Projects in coordination with PC and AC and arrange the transfer of the by-weekly cash/Cheques to the Field Location.
- Checking purchasing procedures are followed (RFPs, PA, and Payment Vouchers are systematically signed by authorized persons).
- Performing weekly and monthly cash counts, ensuring that this function is maintained and followed strictly
- Checking that expenditures are validated by the management taking into consideration all the Validation Thresholds of Johanniter for Project Coordinators, Senior Program manager, Head of Mission and the Desk Officer at the HQ
- Ensure the safety of the cashbox and that Cash Counts are done every Friday before







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breaking for the weekend and that all the Cash count sheets are filed accurately

- Checking the justification documents and their conformity (requisition forms, quote analyses, invoices, inventories, etc.) in for all the transactions done before payments are made.
- Supervise properly file all the invoices and other financial documents at the field Office Level, ensuring that the filling system is updated, complete and accurate
- Ensure all vouchers from Juba and Field Locations are scanned after thorough checking of all necessary documentations, relevant signatures and any other requirement as per the Finance guidelines of Johanniter.

## *Update, control and validate the monthly accountancy*

- Validate field accountancy, by checking the weekly Cashbook entries in Torit Office and working together with the Finance Assistant to ensure accuracy consistency and completeness of the cashbooks.
- At the end of each month, prepare the Final Monthly Cash Counts get it signed, scan and send to Juba for further action
- Analyzing cash box disparities and inform the Country Finance Manager or Finance Coordinator immediately in case of any differences realized.

## *Objective 4: Administrative Procedures*

### Activities

- Maintain all administration files.
- Receive, distribute, circulate and file all documents that come into the office.
- Distribute documents to other agencies.
- Follow up on the Expatriate COLA and ensure payments are made by the first week of every month.

**Note:** The role of the Finance Officer cannot be limited to the specific duties and tasks detailed herein. He will be required to manage all unforeseen issues and circumstances and remain flexible to perform other duties, as and when required.

### *Essential requirements:*

- Bachelor's Degree in Business Administration, Accounting, or Management
- Minimum of two (2) years of solid experience in financial management, and administration in an INGO setting or relevant experience with a private sector.
- Professional in Excel, Words and computerised accounting. Knowledge of the SUN System or any accounting software is essential
- A Republic of **South Sudan national**
- Fluency in English and Arabic. Knowledge of local languages will be an added





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advantage.

**Skills:**

- Honest and of high integrity
- Ability to Multi-task while maintaining a stringent eye on detail
- Excellent interpersonal, communication, negotiation and representation skills
- Accurate and precise work style
- Ability to organize, plan ahead and prioritize multiple tasks and meet deadlines
- Flexibility, ability to adapt, good team player, discrete, responsible and innovative

**Language:** Fluent and good working knowledge of English and Arabic

**The position is open for: SOUTH SUDAN NATIONALS WITH ALL NATIONAL DOCUMENTS.**

How to apply; Deliver your updated CV, Motivation letter, certificate copies, reference contacts of three former supervisors as well as job certificates if available and copies of your National ID as single document to the **Office of Johanniter Juba located adjacent to TM Lion Hotel, opposite suk weve or Caritas Switzerland, Katire Road, Hai Mission, Torit, Eastern Equatoria State, South Sudan.**

Online applicants should submit their applications through email to [hr.southsudan@thejohanniter.org](mailto:hr.southsudan@thejohanniter.org) not later than **14<sup>th</sup> April 2021, 5:00 PM SSD Time.**

Please indicate the title of the position you are applying for in the subject line of your application and only shortlisted candidates will be contacted for the interviews

**DO NOT SUBMIT ORIGINAL DOCUMENTS**

All the photocopies will remain the property of Johanniter-Unfall-Hilfe e.V.

**Qualified female candidates are strongly encouraged to apply**

