



JOB ADVERTISEMENT

Finance Responsible

Duty station: **Juba, South Sudan**

Number of positions: **One (1)**

Date Issued: **01st of November 2023**

Date Closure: **20th of November 2023**

Category: C-1; 1,332 USD per Month

Category: **National Staff Posting**

Presentation of organisation:

SOLIDARITES INTERNATIONAL is an international humanitarian organization which provides aid and assistance to victims of war or natural disaster. For over 40 years in actions have focussed on meeting three vital needs: water, food, and shelter. Solidarites International has been present in South Sudan since October 2006 and the mission currently consists of both emergency and post emergency programs.

MISSION

Goal/Purpose:

The Finance Responsible supports the Finance/Admin Coordinator in the implementation of accountancy and finance procedure in as per Solidarites International's Standard.

He/she leads the accountancy, archiving and taxes preparation of the mission. He/she supervises the finance Supervisor/Cashier of the coordination, and coordination and provides technical assistance on accountancy pack and archiving to the Finance team of the mission. In absence of Cashier/Finance Supervisor, take lead of all cash book updates.

JOB:

List of Main Activities

Legal follow up of the mission.

- Support in the follow up the evolution of accounting, taxes and finance related national laws and policies.
- Assist/Cross check the calculated tax on salaries payment (SS, pension Fund ...) in coordination with the HR/Admin Coordinator
- Prepare monthly WHT calculation in coordination with the logistics department.



Administrative management of the mission

- Lead the hard and digital archiving process of the mission.
- Partake in the security and confidentiality of administrative and accounting documents.
- Partake in the control and support of local partners.

Cash management

- Manage the cash flows between Coordination and Bases, and ensure that bases receive supplies:
- Compile weekly/bio monthly cash flow forecast from the bases.
- Prepare the necessary documentation for validation by the Finance/Admin Coordinator
- Monitor cash transfer to the bases done by the cashier with the support of the Finance/Admin Coordinator
- Ensure cash supply system and security procedures are properly implemented in coordination.
- Monitor the security of funds and propose improvement of the internal cash transfer process at mission level to the Finance/Admin Coordinator

Accountancy management of the mission

- Ensure accountancy procedures are implemented in coordination as per Solidarites International Standard
- Support the monitoring enforcement of accountancy process implementation at mission level and propose improvement to be validated by the Finance/Admin Coordinator
- Supervise the daily accounting operation of the coordination:
- Ensure weekly cross check of the coordination's books
- Ensure cash inventory with the cashier/Admin Coordinator
- Prepare the monthly accountancy of the mission for validation by the Finance/Admin Coordinator:
- Cross check accountancy books of all bases (general recording and analytical allocation)
 - Compile all provisional writings in SAGA, update exchange rate and ensure matching of entries
 - Cross check all inventories, statement and reconciliations of each books
 - Allocate expenses (inter mission, ABXs...), ensure reallocation requested and update allocation board
 - Prepare document for the monthly pack (accounting board...)
- Partake in the preparation of the yearly accounting closure:
 - Ensure the preparation of document (justification documents for exceptional entries, durable equipment list in collaboration with logistics department)
- Lead the hard and digital accountancy archiving process of the mission
 - Ensure the accounting archiving procedure is implemented in coordination as per Solidarites International standard
 - Ensure the reception and follow up of accounting archive from the bases and organize the sending of archive to HQ
 - Ensure internal control of the quality of the documents with systematic spot check of all accountancy archive of the mission
- Support in the preparation of audit at mission level:
 - Prepare the selection of entries
 - Ensure preliminary cross check of the documents

Financial and budgetary management

- Support the Finance/Admin Coordinator in the update of the allocation board
- Support to Finance/Admin Coordinator in the to update monthly of the OFU/LFU/MFU/BFU and feedback to budget holders.
- Assist to admin/finance coo to update the monthly BFU and CFF by necessary information
- Assist and support to budget preparation in absence of admin/finance coo by taking guideline from HQ

Team management

- Participate and support the Finance/Admin Coordinator in the preparation of finance training and workshop
- Ensure minimum staffing levels for the Finance service during periods of absence
- Train, support and evaluate the Finance team in Coordination under his/her direct supervision
- Provide technical support to the finance teams at base level on accounting pack and accounting archiving, conduct regular field visits



Reporting/communication

- Report on a weekly basis to the Finance/Admin Coordinator
- Ensure good relationships with the administrative stakeholders at coordination location (administrative local authorities...)

ORG CHART POSITION (reporting and functional relationships)

Line Manager: Finance/Admin Coordinator

Line Report(s): Cashier/Finance Officer/Supervisor

Functional Manager: -

Functional Report(s): -



Required Profile

- Minimum Bachelor Degree in Business Administration, Finance and Accounting
- Good knowledge and experience of working with local communities, authorities, partners and agencies.
- Minimum 1-year experience on related field
- Good communication skills and ability to work well in team.
- Good level of English (both written and spoken)
- Must be flexible, hardworking, religious, solution oriented and have ability to work under pressure.
- Previous experience working in an NGO is an asset
- Computer skills and knowledge of Microsoft program (especially word and excel) is mandatory.
- Knowledge of SAGA accounting software and SI an experience is added advantage.

Working hours:

From Monday to Friday and time starting from 7:30 AM to 4:30 PM as to an execute daily Job, some flexibility can be expected from work.

Please submit your CV, Cover letter, Photocopies of all Diplomas, Certificates of employment as one (1) attachment to: juba.adm.recruitment@solidarites-southsudan.org or Hand Copy's deliver to SOLIDARITES INTERNATIONAL OFFICE IN JUBA.

Application Instructions!

1. **Subject of the email MUST be clear the position title**, your applying for as it appears on the advertisement.
2. SOLIDARITES INTERNATIONAL keep all applications. No file will be returned to the applicant.
3. Dateline is **20th of November 2023**, however due to emergency nature of the position applications will be reviewed on rolling basis, position can be filled before dateline, any application sent after this dateline will not be considered.

" Women's are highly encouraged to apply with the required skills."

