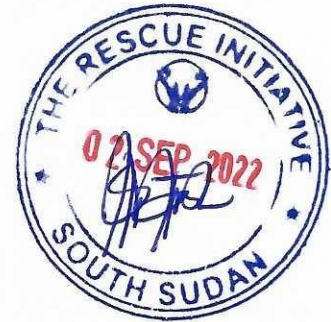


Job Advertisement



The Rescue Initiative
South Sudan



The Rescue Initiative South Sudan provides emergency relief to those struck by disaster no matter where they are, no matter what the conditions, working with them to recover, rebuild and gain the skills and tools required for self-reliance.

To learn more about our mission visit: <https://therescueinitiative.org>

Job Description

Job Title	Finance Assistant – Intern (Duration 4 months)
Location	Juba, South Sudan
Start Date	ASAP
Position Reports to	Finance Manager
Background	Finance
Job Purpose	The role of the Finance Assistant is to support the Finance Manager in all aspects of Finance administration, personnel management, finance and logistics, contributing to the full functioning of the TRI-SS and minimizing hindrance to the effective implementation of the project
Main Responsibilities	<ul style="list-style-type: none">• Administer Country office cash book and make payments in accordance with TRISS financial procedures.• Retrospectively enter TRISS finance data into QUICKBOOKS• Help in the proper filing of all TRISS Finance files and documents• Prepare cash request for project activities and office administration• Assist the Finance team in the monthly estimate of the cash requirement for the office• Verify that the cash reports and financial weekly reports are finalized accurately and submitted to the Finance officer every end of the week.• Prepare payment voucher, receipt and ensure that all payments are done as stipulate in the budget.• Check completeness and accuracy of source financial



documentation (e.g. Order forms, purchase requisition, goods received note, quotations, bid of analysis and invoices).

- Making sure that all PIT tax is deposit before 14th of the next month
- Ensure that payment list and payments for service claims are supported by attendance records and/or other relevant documentations.
- Ensure that cash transfers to projects are in accordance with cash request and budget
- Assist the Finance Officer in posting to QUICKBOOK system.
- **Cash and Banking**
- Ensure that all bank transfer letters are taken to the bank and record in the financial cash book.
- Collection of bank statements at the end of every month.
- Any other relevant duty that maybe assigned by Supervisor.

Candidates' Specifications

	Essential	Desirable
Qualifications		<ul style="list-style-type: none"> • Bachelor Degree/Diploma/Certificate in Accounting and/or Business Administration • Ability to interact effectively with your fellow staff. • Excellent oral and written English skills as well as Juba Arabic. • High computer skills on MS Office, excel programs. • Willingness and openness to learn new skills especially QUICKBOOKS accounting • Demonstrated ability to multi-task and process information into action as to not delay program activities.
Experience		<ul style="list-style-type: none"> • 0-2 years of equivalent experience in large scale doing similar finance operation especially working with INGO, UN Agencies and/or Government Institutions; Strong organizational skills and discipline to follow outlined procedures

		<ul style="list-style-type: none"> • University Graduates are highly encourage to apply
Competency		<ul style="list-style-type: none"> • A clear understanding and appreciation of work ethics and donor compliance is essential. Willingness to travel throughout the project areas in all TRISS areas of operation within South Sudan is required.

How to Apply:

Interested candidates should submit applications containing, Motivation Letter, Updated CV and **ONLY** Copies of Nationality ID, Academic documents & relevant certificates to email: therescueinitiative.ss@gmail.com or Hands deliver to TRI-SS office in Apartment 8, Plot No 57, Block 4, Gudele One (Zain Customer Service Centre), Before closing date of: 15/09/2022. Due to the urgency of the position, applications will be reviewed on daily basis, and interviews will be conducted before the closing date.

