



ACCESS FOR HUMANITY

Reaching out to All...

Plot No.647/648
Hai Gudele Block 7
Juba, South Sudan

Job Advert



50-14-3
Approved by
Inspector

TERMS OF REFERENCE

| | |
|------------------------|--|
| Job Title | : Finance Officer |
| Number of Positions | : One (1) Position |
| Duty Station | : Juba with possible travels to various field sites within South Sudan |
| Duration | : Three months (3), with possibility of Extension. |
| Eligibility | : This position is for South Sudanese nationals only |
| Anticipated Start Date | : May 2023 |
| Advert Closing Date | : May, 22, 2023 17:00 pm |

BACKGROUND OF ACCESS FOR HUMANITY

Access for Humanity (AFH) is a national non-profit making, humanitarian, and developmental organization, fully registered under the laws of the Republic of South Sudan.

The mission of AFH is to see well-informed communities that are free from health-related issues, free from food insecurity, where there is social justice and gender equity, where women are empowered and women's and children's rights are protected, where everyone live in peace and coherence with one another in a sustainable environment, and where humanitarian crises are prevented and/or challenged.

AFH is serving the most disadvantaged communities of the Republic of South Sudan; that are living in the remotest areas of the country. Since early 2018, Access for Humanity is implementing and coordinating Routine Immunization (RI) and Polio Surveillance strengthening activities in over 30 counties in the Greater Upper Nile region of the Republic of South Sudan.

GENERAL OVERVIEW OF THE POSITION

The Finance Officer is responsible for the proper technical implementation of all accounting/financial activities of the Access for Humanity project. In this context, she/he ensures the correct and effective management of financial resources, in accordance with the organization's procedures and technical directions. The Finance Officer is responsible for the proper accounting and administration of funds, under the hierarchical supervision of Access for Humanity Finance Manager.



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Finance control

- Under overall direction of the AFH Finance Manager, and in close coordination with other Project Officers, prepares, manages and liquidates the AFH's CBS budget.
- Follows the AFH's banking and accounting procedures to receive, dispense and liquidate CBS funds as per the guidelines set out in the CBS Sub-Contract.
- Ensures that each financial transaction is documented and all supporting documents are kept for four years in both soft and hard copy formats.
- Using the standard template provided, records distribution of funds to the county level.
- Using the standard templates provided under the Sub-Contract, records, liquidates and tracks all CBS funds/expenditures.
- Liquidates funds received at a rate that allows the partner to receive sufficient funds in a timely manner to support activities.
- The Finance Officer (FO) should be able to manage the AFH's CBS project bank accounts and submit monthly bank statements and bank reconciliations to AFH Finance Manager to give an insight into the project financial status.
- The Finance Officer should be able to update the economic and financial status of the CBS related-projects expenses, appropriations, available cash and liquidity.

Budget preparation and control

- The Finance Officer should be able to regularly check the economic-financial performance of the CBS project: final balance, expenditure excess, expenditure projections, and financial forecast.
- The Finance Officer will ensure project expenses are reasonable, allocable, and prudent and spend in accordance with the CBS project's agreed rules and regulations.
- The FO will to prepare and verify the trend of the general administrative/overhead budget.

Financial reporting and audit

- To prepare and carry out the audits.
- To ensures the correct filing of all projects' data.
- To ensure the proper execution of goods, works and services/procurement processes and conformity to Access for Humanity and donors' procedures.

Others

Perform any other task as may be assigned by the employer based on necessity from time to time.

REQUIRED PROFILE, EXPERIENCE AND SKILLS

- A qualified accountant with university Degree plus relevant experience in project financial management, other higher training is an added value.





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- At least two years documented experience relevant to the position.
- Ability to plan and organize work activities and prioritize task completion according to schedules.
- Computer literacy and proficiency in use of MS office, MS Excel, MS PowerPoint applications and MS outlook, plus experience in financial software (such as quick Book) and its applications
- Ability to work effectively as a team member and independently.
- Ability to manage multiple priorities under pressure, trouble-shoot, and to meet short- and long-term deadlines.
- Excellent written and verbal communication skills (Excellent in written and spoken English).
- Excellent critical and creative thinking and analytical skills.
- Any certificate of relevance to the position's requirements.
- Strong interpersonal skills and demonstrated ability to establish effective working relations with staff, beneficiaries and other stake holders.
- Demonstrate flexibility, versatility, initiative, proactivity, diplomacy, dynamism, enthusiasm and punctual.
- Ability and capacity to mentor and train subordinates or other personnel.
- Capacity to work in any environment and to adapt to basic living condition.
- Demonstrate openness in sharing information with the organization and keep the organization information confidential.

HOW TO APPLY

Qualified applicants should send their updated Curriculum Vitae, Motivation letter and copies of credentials, South Sudanese National ID card and contact details of two professional referees via:

E-mail to:

1) josephine@accessforhumanity.org.

2) Copy: mosesbatali200@gmail.com, robertotto566@gmail.com,

28 APR 2023



Hard copies can be delivered to:

1. Access for Humanity Head Office, Hai Gudele Block 7, Juba, South Sudan

For direction call: +211 928498353/+211 924246682/+211 920238789

**WOMEN CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY
NOTE THIS IS AN URGENT POSITION TO BE FILLED IMMEDIATELY**

Only shortlisted candidates will be contacted

