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Approved by  
Inspector

South Sudan Program  
Plot 709 3K-South, Behind Phenicia Supermarket,  
Off Ministry Road, Kololo Juba.

February 20<sup>th</sup>, 2023

## JOB DESCRIPTION

**POSITION TITLE:** FINANCE/ADMIN ASSISTANT  
**DUTY STATION:** KAJOKEJI COUNTY  
**REPORTS TO:** FINANCE OFFICER  
**STATUS:** FULL TIME

### A. Broad Description of Role

Under the Field Coordinator, the Finance/Admin Officer is responsible for managing all banking activities, receipt of funds, and processing of payments for the field office. The Finance/Admin organizes and safeguards all auditable financial documents including contracts, receipts, payment vouchers, etc.

### Duties and Responsibilities

#### Finance

- Collect, document, and safeguard all funds received from the country office by maintaining office safe in compliance with the Policies and procedures.
- Ensure that each financial transaction strictly adheres to ALIGHT's procurement and payment policy.
- Review transaction documents to ensure that account & grant codes are properly and accurately recorded.
- Distribute cash to ALIGHT staff and vendors to complete payment for approved procurements.
- Reconcile cash counts and cash ledger daily.
- Perform and document count of cash-on-hand at the end of each week and as required by country office and the Field Coordinator.
- Ensure all cash advances to ALIGHT staff are accounted for in time and not carried over with appropriate approvals; reconcile advances after purchases are made and receipts are submitted.
- Maintain cash receipts and payment schedules.
- Make sure that all financial transactions and payments comply with ALIGHT procurement policy and procedures.
- Make sure that bills, vouchers, and other necessary supporting documents are properly submitted by staff.
- Manage the Finance-Admin Team (Finance Assistant, Cashier, Administrative Assistant, etc.) to perform the above activities.
- Perform other accounting responsibilities as required by the Field Coordinator.
- Support the compliance Manager to ensure all financial transactions are in accordance with donor requirements.

#### Administration

- Maintain staff contact list.
- Circulate and post internal memos and announcements to staff.
- Manage the Finance-Admin Team (Finance Assistant, Cashier, Administrative Assistant, etc.) to perform the above activities.
- Monitor and update Leave tracker.
- Ensure Office supplies are properly utilized.



- In consultation with HRM, implement ALIGHT policies at the field level and ensure that these are understood by field staff and strictly adhered to
- To take the lead in recruitment of personnel in the field level
- To support in compiling and reviewing Monthly timesheets
- Other appropriate duties assigned by my supervisor.

#### D. HOW TO APPLY

Interested qualified candidates should submit their **Motivation letter** to ALIGHT- Kajo Keji Field office together with a detailed CV, a scan copy of their driving permit and nationality identification card, must include the address of three (3) professional Referees and their valid telephone numbers.

Please mark your application to the "HR Department" clearly indicating the position you are applying for. Please note that ALIGHT retains all applications, and the files will not be returned to the applicants at the end of the recruitment process. **Due to the urgency of the position, applications will be reviewed on regular basis hence this position may be filled before the expiry date of the advert. Only shortlisted candidates will be contacted for an interview.**

The deadline for receiving applications is March 10<sup>th</sup>,2023, at 5:00 pm local time.

