



External Advert

Oxfam is an international non-governmental organisation with a mission of working with others to alleviate poverty and injustice. Oxfam has been working in South Sudan since 1983. Our Programmatic Strategy concentrates on saving lives, Resilient Livelihoods, Advancing Gender Justice and Good Governance and Active Citizenship through a full spectrum platform that includes humanitarian response, recovery and resilience, long term development and policy and advocacy. Oxfam currently operates via eleven area offices in ten states (Upper Nile, Jonglei, Lakes, Eastern Equatoria, Central Equatoria, Western Equatoria and Western Bahr-el-Ghazal, and Northern Bahr el Gazal.

Position: Finance Officer
Location: Lankien
Grade & Level: DZ2 National
Contract Type: Fixed Term
Number of post: 1

KEY RESPONSIBILITIES:

- The Finance Officer is responsible for co-ordinating the management of all bank and cash transactions from and to the South Sudan bank accounts in order that programme activities can be efficiently carried out.
- Ensure that payments are approved in accordance to the stipulated organisational procedures and rules in time. The payments are well captured and recorded in time, for consolidation and timely reporting and submission to the internal and external parties.
- To ensure both bank and cash records are updated daily, closely and ensure all cheques and cash received are banked immediately, following up and acting on discrepancies and any problems flagged with Juba which may arise. Advising the Thematic leads of cash requirements and prepare Top-up request for collation by CFM. Prepare relevant office bank reconciliations.
- Ensure that balance sheet accounts are reconciled monthly and any outstanding issues is addressed as appropriate. All recoveries in respect of advances, floats, loans, private phone, mileage etc owed by staff members are appropriately paid or deducted from the salaries on specified dates, as approved. Ensure the Asset registers agree with people soft and physical assets and in line with organizations policy.
- Maintain a complete and accurate record of all petty cash transactions; that expenditure of petty cash is fully monitored; and that requests for replenishment are made in a timely

manner, when required. Ensure all petty cash vouchers raised are appropriately approved and filed in a safe place for terms as per donor/statutory requirements. Ensure any cash received is banked within 48 hours. Assist CFM review existing systems and procedures advise on any changes to ensure cost effective operations in the programme.

- Process payments ensuring that invoices are thoroughly reviewed; invoices are fully supported, confirm compliance to Oxfam/donor procedures etc. payment vouchers raised are appropriately approved and filed in a safe place for a term consistent with donor/statutory requirements. The payments are to be recorded accurately reflecting the correct information and amount paid. Maintain a log of all cheque payments made including name of suppliers. Assist Country office put in place systems to monitor pending payments with a view of reducing lead time and also production of financial management reports.
- Ensure proper coding and/or re-charging of other Oxfam offices. Each month invoice and/or recharge staff for private expenditure especially those based in Juba in relation to the personal use of Oxfam assets (including private mileage in Oxfam vehicles, telephone, photocopying) and all other costs & charges incurred by them as approved by respective authorised personnel.
- Act as final check to arrest any exposure and manage financial and fraud risk within the organisation that may impact on the various country programmes. This includes clear understanding of HR, Logistics and Finance Policies to ensure that the payment processing, coding and accounting is correctly done according to policy.

SKILLS AND COMPETENCE:

Skills, Competency and Knowledge

- A university degree with a specialization in Finance or Accounting.
- Accountancy professional qualification {ACCA or CPA }
- Ability to plan with good organizational skills, including prioritization and ability to work under pressure.
- Team-working skills.
- Good computer skills: Excel, Word, the purchasing system and Helios system
- Good reporting and communication skills

Knowledge

- Knowledge of multiple donor funding regulations.
- Good knowledge of financial systems.
- Good written and spoken English.

Experience

- Minimum 3 years proven relevant and progressive work experience preferably with INGO.
- Excellent analytical skills particularly from the point of view of cost-effective financial management.
- Multi-tasking and higher efficiency, Attention to details.

- Proven experience of management of suppliers / contracts and financial systems.
- Initiative and ability to follow up on issues.
- Flexibility under pressure and in response to changing needs.

Deadline for submission of applications is 19 June 2023. Interested Applicants should send soft copies of their CVs and Cover letters to Hrsouthsudan@oxfam.org.uk or drop hard copies of their CVs to Oxfam Office in Lankien.

NB: This position is open to only South Sudanese women.

Oxfam is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. We will do everything possible to ensure that only those that are suitable to work within our values are recruited to work for us. This post is subject to a range of vetting checks

