

# External Job Advertisement:

**Position required: Finance and administration officer**

**Reports to: GLRA South Sudan Head of Program**

**Location: South Sudan, Juba**

## Job Summary

The primary responsibility of this position will be accounting/financial management and office administration for the GLRA South Sudan program Office in Juba. S/he will report directly to the Head of Program based in Juba. The Finance and Administration Officer will be responsible for overseeing the administrative and financial management, accountability requirements, and human resources management of the office. This position must assure the contractual integrity of all agreements entered into by the office, managing the procurement process and looking out for the interests of the organization. The officer will provide technical assistance to staff in implementing and complying with financial and administrative procedures to ensure compliance with regulations and serve as the financial liaison to the organization, local NGOs, other implementing partners, and implementing units. This position is a local hire position and hiring for the position will be made per national labor law.

## Job Responsibilities/Specific Duties

### Accounting/Finance & Administration

- Ensures compliance and consistency with the organization's policies and procedures, as well as compliance with the terms and conditions of the agreements with donors.
- Ensure that financial data are posted in winpaccs accounting on daily basis and provide cash and bank information to the decision makers on daily basis
- Analyze the project bookings in winpaccs accounting, reconcile cash, bank, and balance reports at the end of each month and upload the required reports in winpaccs cloud and send cash, bank and related reports to the regional office before the due dates.
- Records and accounts for daily transactions, ensuring accuracy and completeness of required files and supporting documentation serving as evidence of transactions.
- Ensures sound cash management of local bank accounts and maintains petty cash fund.
- Processes cash disbursements in accordance with financial management policies and established approval levels.
- Processes payroll, remits tax, and other government contributions and reports to local agencies.
- Responsible for full accounts payable function from procurement through payment of invoices.
- Process employee expense reimbursements.
- Ensures timely payment to all organization's payees and maintains sufficient and complete payee files.





- Prepares monthly financial reports for the organization and internal management reports for the Head of the Program containing budget to actual expenditure information.
- Performs month-end closing and year-end duties such as bank reconciliations, cash reconciliations, payroll reconciliations, outstanding advances, receivables and payables reconciliations, government taxes reconciliations, inventory lists, stock inventory, etc.
- Responsible for procurement activities in accordance with the organization's procurement policy.
- Prepares and submits reports and filings in compliance with local government laws.
- Provide assistance to program staff in office and project budget preparation.

#### Office Operations/Administration

- Responsible for all matters related to the operations and administration of the office.
- Ensures registration requirements are kept current at all times and files statutory returns and renewals.
- Manages cost sharing incomes from other partners for the use GLRA office and facilities
- Assisting the head of program in recruitments and orientation procedures, purchasing and maintaining adequate health and other insurance policies, etc.
- Administer the infrastructures like properly functioning IT equipment, routine maintenance, and security over IT (anti-virus software and regular backups).
- Maintains office files.
- Carries out any other tasks as assigned by the head of program
- Directly communicate with the regional finance staff on the technical issues and reporting.

#### Required Experience & Qualifications

- Minimum of a bachelor's degree from a recognized college or university in Accounting and 8 years of relevant work experience.
- Minimum of 7 years' experience working in the Country Finance Officer role on accounting/financial management of development programs with international, non-profit organizations (larger than \$3 million).
- Three to five years' experience providing administrative support to an international organization, including dealing with good procurement, contracts management, and HR-related matters.
- Experience in financially managing complex donor-funded grant programs is an advantage.
- Knowledge of, winpaccs accounting & QuickBooks multi-currency accounting software (field-based accounting) is an advantage
- Experience with computerized accounting and strong organizational and leadership skills.
- Excellent oral and written English is required.
- Proficiency in local language is a plus.

Please send a copy of your CV, cover letter, and academic certificates to [boumkouth.mach@dahw.org](mailto:boumkouth.mach@dahw.org) and copy to [emma.boyko@dahw.org](mailto:emma.boyko@dahw.org) before January 15, 2024. Only shortlisted candidates will be contacted for an interview.

