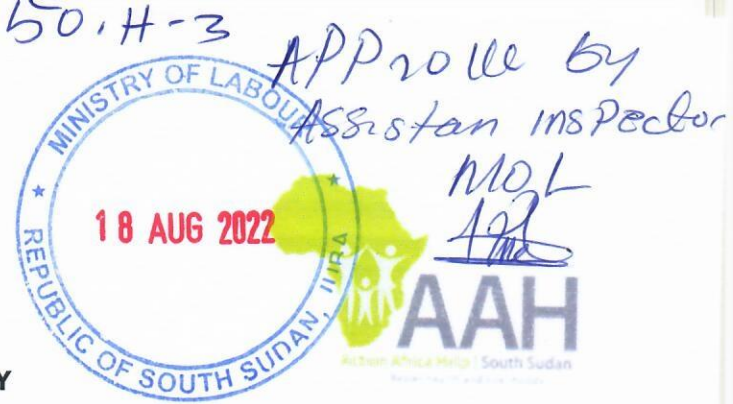


AAH-I South Sudan Country Programme
Hai Gabat, Opp. JIT Supermarket (behind SSD Customs)
Juba Town, Republic of South Sudan



JOB VACANCY

FINANCE ASSISTANT

Action Africa Help International (AAH-I), an African-led non-governmental organization that supports livelihood-challenged communities in East and Southern Africa to sustainably improve their well-being and standard of living. With Country Programmes in South Sudan, Kenya, Somalia, Uganda, Zambia and Ethiopia, AAH-I has over 30 years' experience working with communities in conflict and post-conflict situations, including refugees, internally displaced people and host communities. AAH-I also works with other marginalized communities, including pastoralists and people living in informal urban settlements.

In South Sudan, AAH-I works in Greater Equatoria, Greater Jonglei, Greater Upper Nile and Greater Unity State, with field offices in Juba, Yei, Maridi, Yambio, Mundri, Bor, Wau, Ajong Thok, Maban and Malakal.

AAH-I South Sudan Country Programme is looking to recruit a suitably qualified candidates to fill the vacant position of **Finance Assistant** to be based in Juba, South Sudan

Reports to: Head Accountant

Liases with: Project Manager; Head Accountant, Procurement Coordinator, SFM.

Duty Station: Juba – South Sudan

Summary of the role:

Responsible for the financial transactions, invoices, payments, claims and other financials activities of SSLRP.

KEY RESPONSIBILITIES AND DUTIES.

- Ensure availability of funds in the project Bank Account for the Project operation
- Ensure Petty cash availability and timely replenishment and making payments
- Ensure high quality of the financial documents and reports
- Ensure timely submission of Finance reports to the Donor and prompt follow up of invoices
- Conducting random cash counts; at least once a week and keep the records.
- Prepare monthly cash and bank reconciliations.
- Manage the payroll accounting for the project
- Responsible for PIT and NSSF timely remittance.
- Maintain the bank books and cash books for the project
- Manage the processing of monthly transactions in the system
- Prepare monthly Budget verses Actual Reports and share with the Program team, obtain feedback and submit to the HA/QC
- Reconcile the Debtors and creditors Accounts on monthly basis
- Reconcile the control Accounts on monthly basis

Other Duties & Responsibilities



- Responsible for verification of all invoices; claims, payment vouchers before payments are made. i.e. all payments are well supported, have clear description and duly approved by the authorising signatures
- Liaise with the HA/QC and Senior Finance Manager and the Project manager to ensure cost control and compliance to donor rules and regulations
- Liaise with the Bank and coordinate the dispatch of funds; monitor the bank balances for a prompt replenishment;
- Keep confidentiality of all financial transactions and documentations.
- Give updates on the financial status to the Senior Finance Manager.
- Ensures that AAHI Procurement and Accounting/ financial procedures and policies are strictly adhered to
- Participate in Audits preparations.
- Maintain and organize the filing system of all the project finance files.
- Perform any other tasks in line with the job as may be assigned by the HA/QC or Senior Finance Manager and/or by the Project Manager.

QUALIFICATIONS

- A Bachelor's degree in Accounting or a related field from a recognized institution
- Sound knowledge of South Sudan Labour laws
- At least 3 years' experience in similar position.

SKILLS AND COMPETENCIES

- Excellent Accounting and Finance management skills
- A good command of both written and spoken English
- Patient, understanding and of a pleasant character
- Computer literate with ability to use Microsoft Office
- Excellent planning and organizing skills
- Committed to just workplace ethics, coaching, mentoring and developing others
- Commitment to the organizational values and self time manager



Application Instructions

- ✓ AAH-I is an equal-opportunity employer.
- ✓ **Interested candidates should address their application letters to the HR Manager AAHI South Sudan**
- ✓ Hard copies applications can be submitted and delivered in sealed envelope at the **AAHI/UNHCR Logistics Base, Juba**
- ✓ **Deadline:** All applications must be submitted latest by **6th September, 2022 COB (4.00PM)**.
- ✓ Due to the high number of applications we receive, we will only get back to shortlisted candidates.

