



Women Agency for Resilience and Transformation

Hai-Munuki Residential Area, Plot No 5, BK A, Off Bilpam road, Juba-South Sudan Tel: +211921 241 836

E: info.wartssd@gmail.com W: <https://wart-ssd.org>

VACANCY ANNOUNCEMENT

POSITION TITLE: Finance & Admin Assistant
DUTY STATION: Ayod
REPORTING TO: Finance Officer
DURATION: 6 Months
STATUS: FULL TIME



COUNTRY PROGRAMME OVERVIEW

Women Agency for Resilience and Transformation (WART) is a women-led NNGO non-political, non-profitable organization established in 2017 to serve the needs of vulnerable women and girls in South Sudan.

WART is dedicated to building women's resilience to shocks and stressors that impact livelihoods, nutrition, health, and development through empowering and building the capacity of women in South Sudan.


WART implements humanitarian assistance projects in GBV, Health, Nutrition, Food security and livelihood, Education and WASH in various parts of the country in South Sudan.

WART is currently seeking qualified candidates for the position of *Finance Assistant*.

PURPOSE OF THE POSITION

WART wishes to recruit an experienced Finance Assistant for its Country Programme. Reporting to the Finance officer – South Sudan, the Finance Assistant will be responsible for Collecting, recording (financial) data into systems, analyse, take appropriate actions in case of deviations, prepare the financial reports including HR and/or project related data to the donor and to **WART** according the donor- and **WART** project management-, accounting- and control framework policies and procedures and under guidance and directions of the Project Manager and/or Finance Officer in order to ensure full administrative compliance, data accessibility and accurate insights at any time for the relevant project(s)

KEY RESPONSIBILITIES

Approved by
Executive Director

16/08/2024





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Main duties and responsibilities

The finance assistant will be the Field Focal point and will carry out the day-to-day accounting functions of WART in Ayod county. The activities include, but not limited to:

- Assisting the Finance Officer in managing WART cash, ensuring sufficient amounts are available at all time and that necessary security measures are in place and are being followed
- Conducting regular Cash & Bank reconciliations, verifying amounts held and reporting any discrepancies
- Resolving any issues arising as a result of the reconciliations
- Monitor outstanding floats, and clear as required.
- Co-ordinate archiving of finance files per WART archiving procedures
- Paying supplier invoices either directly or in conjunction with colleagues and in accordance with agreements made
- Assist the Finance Manager in paying staff salaries and allowances at Field
- Locations as agreed, ensuring that all required statutory deductions are made and subsequently paid to the appropriate authorities
- Supporting colleagues in cash handling and financial transactions, providing coaching and guidance as required
- Assist the Finance Officer in ensuring all financial transactions are carried out in accordance with the WART guidelines and procedures and any donor requirements
- Produce accurate monthly accounts within the agreed timeframe, including the compilation and finalization of monthly expense sheets for all cash and bank accounts
- Gather cash need forecast from Budget Holders and Logistics and consolidate it in the monthly cash needs forecast for the field Office Administration and Program implementation, ensuring that money is requested and transferred between locations in a timely manner and that daily cash needs are met
- Field Focal point for the WART payroll preparation. Gathers necessary data from Human Resource in the field location and finalize monthly payroll list and schedule salary and other related payments.
- Prepare for and support internal and external financial audits, providing all information required by local legislation, donors, WART or other bodies
- Conduct regular internal audits and report immediately any possible fraud or misappropriation of funds

Administration

- Ensure a clear and transparent paper trail is adhered to for all financial transactions and that all filing and archiving is in line with WART and donor requirements which follows International Accounting standards

Communication





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- Maintain open and frequent communication with the Finance Manager, concerning all financial issues at the field level
- Ensure colleagues are informed of the required finance procedures, and be available to answer any finance related questions and to provide coaching and guidance as necessary
- Quality Management
- Adhere to all financial internal controls by using and promoting the WARI operating procedures, ensuring that all standardized formats are used and guidelines are followed

Procurement and Logistical Administrative responsibilities

- Obtain competitive quotations for the purchases of Goods and Services, Analyze and present for decision making.
- Liaise with suppliers to ensure prompt and accurate delivery of goods, services and
- Facilitate the purchases of various goods and services as requested equipment.

Other Delegated Responsibilities

- Maintenance of accurate and timely accounting records for all financial transactions
- Filing and retrieval of accurate supporting documentation for all financial transactions
- Management of cash and, where applicable, bank payments, ensuring the security of all funds
- Any other duties assigned by the Supervisor



Job Requirements, Skills, and Knowledge for M&E Assistant.

REQUIRED QUALIFICATIONS

- Bachelor's Degree in Business Administration, Accounting, Finance or related field.
- Professional accounting papers are an added advantage.
- Minimum of 2 years' experience in accounting preferably with NGO.
- Competences in using computer packages including advanced Microsoft office and excel.
- Proven capacity to plan, organize and prioritize tasks to meet objectives and deadlines.
- Excellent interpersonal and communication skills.
- Trust worthy, committed and hardworking

Personal Attributes

- Flexible, team player, calm under pressure
- Excellent Interpersonal and communication skills





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- Accuracy
- Ability to work independently
- Fluency in English, Juba Arabic and local language in the project location.
- Foster good relationships and team spirit with program and operation staff in Ayod and head office

PSEA

WART has a **ZERO TOLARANCE** to Sexual Exploitation and Abuse of Employees and Beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.

HOW TO APPLY

Qualified and interested candidates should send an application letter, CV with at least three referees, and copies of academic documents to recruitment.wart@gmail.com and, hand delivered applications should be brought to our office in Ayod no later than 4th of September 2024 at 5.00 pm local time.

This is a state position and non-Relocatable only South Sudanese nationals are eligible to apply. The Staff will work under the terms and conditions for this job as discussed and agreed with the selected candidate.

NB: WART retains copies of application papers at the end of the recruitment process and therefore only copies of your academic documents and other testimonials should be submitted. Due to the urgency of the position, applications will be reviewed regularly and the position may be filled before the end of the expiry date of the advert.

Only shortlisted candidates will be contacted

Women candidates are encouraged to apply.

