



**WE ARE
HIRING**

Position: Junior Finance Specialist
Project: Agriculture Bundle
Reports to: Project Finance and Admin Manager
Contract Duration: Till Sept 2025
Location: Juba with occasional travel in South Sudan

Background:

In South Sudan, GIZ works on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ) in the following three priority areas: Food and nutrition security and rural development, urban water supply and sanitation, rural development and good governance. GIZ's coordination office has been in the capital, Juba, since 2010.

The GIZ Coordination Office Juba is urgently seeking a qualified candidate to fill the vacant position of Junior Finance Specialist for its Agriculture Bundle, consisting of three projects in Agriculture development and food security.

Scope of the Position:

Generally, the Junior Accounting Specialist works independently with guidelines defined by the Project's Head of Admin and Finance, and in accordance with GIZ processes and rules. The Junior Accounting Specialist responds promptly and competently to matters that fall within his/her assigned thematic area, where applicable in consultation with his/her line manager.

Your Tasks

- ❖ Ensuring that financial administration functions well in accordance with GIZ standard procedures.
- ❖ Effectively coordinating with the senior accountant, the finance team in GIZ coordination office and the projects.
- ❖ Preparation of cash withdrawals, bank transfers and other bank documents.
- ❖ Financial planning of cash flow, monitoring and accounting for up to four GIZ projects.
- ❖ . Preparing monthly and annual reports and monitors deviations.
- ❖ Carrying out accounting tasks using WINPACCS accounting software and prepares monthly end-of-period accounts and bank reconciliation vouchers.
- ❖ Submitting the end-of-month accounts from the project accounting, cash books and account balance vouchers (through or from WINPACCS) to the project manager and forwards them to GIZ coordination office.
- ❖ Advising the regional administrative Assistants in all accounting questions.
- ❖ Counterchecking monthly bank and cash vouchers from the regional office before submission to GIZ coordination office.
- ❖ Assisting with bank payments and transfers of funds and online banking.
- ❖ Ensuring that financial files are labeled and filed according to GIZ regulation.
- ❖ Providing required documents for an auditor whenever internal control/external audits are conducted and assisting on follow-up of auditor's findings
- ❖ Where appropriate and reasonable, the position holder is willing to perform tasks outside the scope of the job description.

- ❖ Monitoring and recording income, expenditure and the monthly bank reconciliation with WINPACCS software;
- ❖ Creditor and debtor administration (payables, receivables), incl. Local Subsidy (LS), Grant Agreement (GA), and Financing Agreements recipients;
- ❖ Processing of bank correspondence and the reconciliation of bank and cash statements
- ❖ Verifying the correctness of vouchers, invoices, receipts, and supporting documents; ensuring all documents are validated and approved before payment.

Your Profile

- ❖ BA in accounting and administration, financial management, or similar area.
- ❖ At least three (3) years' professional experience in comparable position.
- ❖ In-depth knowledge of accounting software.
- ❖ Good working knowledge of ITC technologies (related software, phone, fax, email, internet) and computer applications (e.g. MS Office, MS Teams, MS Outlook);
- ❖ Confidential handling of data and information.
- ❖ Very good knowledge of the English language.
- ❖ Willingness to upskill as required by the tasks to be performed – corresponding measures are agreed with management.

How to Apply

Applicants should submit their CVs and cover letters declaring interest for the position through GIZ recruitment portal. <https://www.giz-jobs.com/southsudan/#id=e2f57cc2-a185-4ee3-94f3-483ad6f0270f>

Please note that all applications must be submitted with **non-returnable** photocopies of all the relevant documents including recommendation(s) from previous employer(s) and a copy of the national certificate. Original documents will only be required for verification during interviews if requested. Ensure that you and your referees are reachable via the stated contact information during daytime.

Only shortlisted candidates will be contacted for interviews. If you didn't hear from GIZ in 3 weeks after closing date, please note that your application wasn't successful. This position is open only to South Sudanese nationals.

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH provides equal employment opportunities to all, regardless of gender or disability. Qualified women are highly encouraged to apply.

Opening Date: 27th June 2024

Closing Date: 17th July 2024