

FINANCE ASSISTANT

JOB DETAILS

DIVISION: Finance	TEAM: Service Operations
LOCATION: Juba.	CONTRACT TYPE: Fixed Term
GRADE: E Z1	JOB FAMILY: Finance
SALARY: <i>Competitive</i>	HOURS: 40 Hours Per Week

FLEXIBLE WORKING

We believe flexible working is key to building the Oxfam of the future, so we're open to talking through the type of flexible arrangements which might work for you.

DIVISION PURPOSE: Partnering across Oxfam GB (OGB) and the confederation, to create an efficient, safe, secure, feminist and partner led working environment, to deliver integrated services and enable organisational evolution based on our values and culture.

TEAM PURPOSE: Our team provide single point of contact, at an operational level, for the delivery of 'live' IS services to a defined customer base. we maintain relationships with all business divisions and endeavour to meet or exceed customer expectations in the delivery of all is services we support

JOB PURPOSE: The position of Finance Assistant works to support the high work traffic in order to meet expected degree of efficiency in financial management and control as well as the need for high level compliance with strict donor requirements. This is therefore requires a high calibre person with the ability to cope with high routine accounting work, but with substantial sensitivity to accuracy and detail. The position will be an integral part of the project's financial management team.

POST HOLDER REPORTS TO	Finance Officer
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JOBS REPORTING TO THIS POST	N/A
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BUDGET RESPONSIBILITY	No
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DIMENSIONS OF THE ROLE

KEY RESPONSIBILITIES

Cash and bank Management

- Prepare bank reconciliation statements
- Process and issue cheque and cash, petty cash payment for all accounts due and issue receipts
- Ensure petty cash top up is done at appropriate levels in consultations with finance officer
- Ensure petty cash requests are properly supported and authorized.
- Deal with daily petty cash transactions and ensure that reconciliations are completed on daily basis
- Receipt all income received and bank the same immediately.

Payment and invoice Management

- Prepare supplier account reconciliations
- To receive and process all invoices, expense forms and requests for payments
- Issue floats and expense reimbursements to staff and track for accountability

Expenditure Coding & Upload of Journals

- Update fixed assets register, prepare and upload the depreciation journals on monthly basis
- Prepare cashbook and bank journals for all payments made in a timely manner

Ensure all expenses are properly coded before uploading

PERSON SPECIFICATION

Most importantly, every individual at Oxfam GB needs to be able to:

- Live our values of **INCLUSION, ACCOUNTABILITY** and **EMPOWERMENT** (read more about these [here](#)).
- Ensure you commit to our **ORGANISATIONAL ATTRIBUTES** (including adhering to [the Code of Conduct](#)):

1. BE COMMITTED TO OUR [FEMINIST PRINCIPLES](#), AND TO APPLYING THEM IN YOUR DAY-TO-DAY BEHAVIOUR AND YOUR WORK. BE READY TO KEEP LEARNING, WITH ACCOUNTABILITY TO THOSE WHO EXPERIENCE OPPRESSION AS A RESULT OF THEIR IDENTITIES, SUCH AS THEIR GENDER, RACE/ETHNICITY, DISABILITY, CLASS, OR LGBTQIA IDENTITY."

2. BE COMMITTED TO UNDERTAKING OXFAM'S SAFEGUARDING TRAINING AND ADHERING TO RELEVANT POLICIES, TO ENSURE ALL PEOPLE WHO COME INTO OXFAM ARE AS SAFE AS POSSIBLE.

EXPERIENCE, KNOWLEDGE & COMPETENCIES

Essentials

Skills

- CPA II or equivalent professional accounting qualification
- Competent in the use of computers especially spreadsheets (Excel), accounting packages and word processing preferably Word. Competent in the use of email packages.
- Ability to manage competing tasks; ability to prioritise and produce high level output consistently.
- Excellent interpersonal skills; ability to work on their own and within various teams.
- Good communication skills.
- Critical awareness of gender equity principles and commitment and interest to developing these within Oxfam

Knowledge

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

Experience

- Minimum 1 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.

At interview, shortlisted candidates will also be assessed on our values and organisational attributes, as outlined above.

Desirable

Safer recruitment: All offers of employment are subject to satisfactory references and appropriate screening checks (which can include counterterrorism, safeguarding and criminal records checks). You can find out what [this means here](#).

DBS CHECK REQUIRED Yes

FOR HR USE ONLY

Graded and reviewed by:

Job Title: HRBP

Date: