**VACANCY NOTICE: 13TH AUGUST 2021.**

|  |  |
| --- | --- |
| Job Title | FINANCE & FIELD ADMINISTRATOR |
| Vacancy | ONE (1). |
| Location | IAS Field office - Jonglei |
| Reporting To | Project Coordinator |
| Job Purpose | The position is responsible for Support the project coordinator in Performing Finance, Administration and logistics duties for the project area |
| Primary Working Relations | The Project coordinator, Finance manager |
| Organizational Overview | International Aid Services (IAS) is an international relief and development organization founded in 1989 with the purpose of assisting people in need. IAS core sectors are Water Sanitation and Hygiene (WASH), Civil Society Development (CSD) and Inclusive Education (IE). IAS South Sudan has field offices in Aweil- Northern Bahr El Ghazal state, Bor- Jonglei state, Yumbio- Western Equatoria State, and Ajoung thok- Unity state. Currently IAS has active projects in Jonglei state and Western Equatoria.  Since 1 January 2019 IAS has merged with Läkarmissionen (LM) and IAS South Sudan is a operational part of LM. The Head Office for the organization is Läkarmissionen in Sweden. For more information about IAS and Läkarmissionen, kindly see [www.ias-intl.org](http://www.ias-intl.org) and [www.lakarmissionen.se](http://www.lakarmissionen.se). |

|  |
| --- |
| Key Duties and Responsibilities |
| 1. **Finance Role**    1. Responsible for expenditures for Bor field office as per the approved thresholds    2. Maintain proper filing system for financial documents and ensure all soft copies are appropriately stored    3. Verify all supporting documents before posting all transactions in accounting system    4. check that all payments are properly coded and billed to the correct charge codes    5. Ensure all financial documents have been stamped appropriately when paid and all relevant receipts are collected from staff and suppliers    6. Compile monthly and quarterly field funding requests.    7. Conduct daily cash reconciliation    8. Updated project-based asset list and inventory list 2. **Human Resource Role**    1. Focal point for all staff and human resource issues under Bor and making sure IAS Policies are implemented accordingly.    2. Coordinate staff schedules including staff leaves and out of station periods to ensure there are no gaps in project implementation. This includes purchasing/booking of air/bus tickets and particularly applies to the non- local staff.    3. Coordinate the timely completion and filing of staff timesheets 3. **General Administration**    1. Making sure office equipment is kept in proper working order, such as printers, copy machines, computers, vehicles, motor bikes & etc.    2. Management of IAS Bor field office/ compound and making sure that the field office/ compound is amiable.    3. In consultation with the Project Coordinator schedule monthly meetings Any other duties as requested by the immediate supervisor |
| Qualifications |
| * Minimum Diploma in Business Administration / CPA II or any other related certificate. * Minimum 3 years’ experience in finance management with an INGO/International Agency with significant Business or accounting functions or its equivalent * Good spoken and written English is essential and Arabic is desirable * Computer skills in MS word, Excel, power point. * Previous experience in remote working skills is highly desirable |
| Skills/Attributes |
| * Committed to the organization’s Vision, Mission and core values; * Strong interpersonal skills with the ability to build positive relationships with staff and partners at all levels; * Proactive and flexible work style with an interest in being part of a very dynamic and demanding team; * Self-disciplined, high level of integrity, honest, and respect for diversity. |
| Job Commitment |
| * **Starting date:** September 2021 * **Duration of commitment:** 1 year with a 3 months’ probation period and possibility of extension dependent on performance/ or funding |
| Submission of Application |
| * All suitable qualified and interested persons should submit their applications electronically to yona.gibson@ias-intl.org , applicants who are unable to submit their applications electronically can still deliver hard copies to IAS office in Juba, call phone No. for direction: 0922 599 922 * Please provide the following when applying for this post: 1) Application letter; 2) Curriculum Vitae (CV) that contains details of your qualifications, experience, present position, contact details and names of three references one of whom should be your previous or current supervisor. * Deadline:…25-August-2021, 5:00PM. * **IAS South Sudan does not refund any expenses in connection with interviews.** * **Only shortlisted candidates will be contacted.** |