



Joint Aid Management (JAM) is a Humanitarian Relief Organization, operating in various African countries. Our projects include feeding and agricultural programs, an orphanage and training center in Rwanda, drilling of water wells in the Eastern Cape, as well as numerous community development programs in Sub-Saharan Africa. In South Sudan, JAM is actively implementing Food for Education, Food for Asset, General Food Distribution, Food Security and Livelihood interventions and livestock vaccination and intervention in Twic East, Bor, Pibor, Boma, Bentiu, Aweil and Wunrok.

JAM is seeking a Qualified South Sudanese national for following position:

Job Title: Finance Officer (1 position)

Location: Juba South Sudan with Travels to field site.

JOB SUMMARY

PURPOSE OF POSITION:

S/he will ensure adequate stewardship of agency resources and sound financial reporting in line with Generally Accepted Accounting Principles, JAM policies and procedures, local laws and donor requirements. S/her major responsibilities would include but not limited to preparation of cashbook, bank & petty cash operations, cash receipts, receivables, prepayments, payables and operations.

KEY RESPONSIBILITIES:

FINANCE

- Review all payment vouchers before they are presented to Area Manager/designate for approval.
- Consolidate templates for posting of General Journal vouchers and send to Finance Officer reporting for posting to SUN on weekly basis.
- Payment of all statutory obligations including taxes like PIT etc.
- Cash Management – verify the cash in bank, prepare cash forecast and ensure adequate cash is available for planned activities.
- Managing Advances, Prepayments, and Receivables through follow up on delinquent liquidations, Reconciliation of accounts.
- Involvement in the production of quarterly cash forecasts.
- Making payments to vendors and all service providers.
- Review all transactions to ensure that proper approvals and authorization have been done.
- Ensure project is managed and replenished in accordance to JAM cash management procedures.
- Assist the Area Manager to respond to the Country office requests.
- From time to time, perform any other duties as may be assigned by Grants and Finance Manager and/Management.

ADMINISTRATION

- Updating of asset register for all assets at the filed location, carrying out asset count.
- Management of driver's schedule of activities.



- Participating in field procurement meetings
- Supervising of drivers including setting objectives, development and appraisal
- Preparation of fuel efficiency report and submitting to Operations Specialist.

Required Qualifications:

- B COM or BBA Accounting or equivalent degree and/or professional certification in accounting strongly preferred or equivalent experience.
- Minimum of five years' experience in a similar position
- Proficiency in Sun System and Q & A applications strongly preferred
- Demonstrated ability to assimilate to new policies and procedures effectively
- Extremely detail oriented and organized
- Strong written and verbal communication skills
- Proficiency in Microsoft Office applications (word, excel, outlook and PowerPoint)

Disclaimer Clause:

This job description is not an exhaustive list of the skill, effort, duties and responsibilities associated with the position.

Application procedure: all suitably qualified and interested applicants should send their (1) application letters detailing how you qualify for this position. (2) CV indicating three close supervisor as referees and Mark clearly the location, via email to: jamss.recruitment@jamint.com or by Hand delivery to Hai Neem 4th Floor UAP Equatoria Juba south Sudan. Address your application to the Operations manager. Deadline 9 March 2022 by 5.00pm. but due to the urgency of this position the shortlisting will be done on daily basis.

JAM is an Equal Opportunity Employer JAM considers all applicants on the basis of merit without regard to race, sex, color, and Religion.

NB: FEMALE APPLICANTS ARE STRONGLY ENCOURAGED TO APPLY.

