

VACANCY NOTICE

Job Title	Finance Assistant
Vacancy	2 positions (2 different locations)
Location	LM International Field offices – 1. Northern Bahr El Ghazal – Akuem 2. Western Equatorial - Ezo county
Reporting To	Project Coordinator
Job Purpose	The position is responsible for Supporting the project coordinator in Performing Finance, Administration, and logistics duties for the project area.
Primary Working Relations	The Project Coordinator, Finance, logistics, program.
Organizational Overview	<p>LM International is a non-profit faith-based global Swedish foundation working for sustainable poverty alleviation from a human rights perspective since 1958. Our Vision is a “Dignified life – sustainable world” and our Mission is “To save lives and empower people”. We operate in about 25 Countries and four regions (Europe, Latin America, Africa, and the Middle East) with a focus on fragile states and triple nexus contexts.</p> <p>In 2019, Läkarmissionen merged with International Aid Services (IAS), an operational organization founded as a humanitarian response to the needs of people displaced by the civil war in Sudan in 1989. The two organizations have adopted the new branding name, LM International. Effective 10th October, IAS South Sudan became legally known as Lakarmissionen under the brand name LM International South Sudan.</p>



Key Duties and Responsibilities
<p>1. Finance Role</p> <p>1.1 Responsible for expenditures for field office as per the approved thresholds</p> <p>1.2 Maintain a proper filing system for financial documents and ensure all soft copies are appropriately saved.</p> <p>1.3 Verify all supporting documents before posting in the accounting system.</p> <p>1.4 check that all payments are properly coded and billed to the correct charge codes</p> <p>1.5 Ensure all financial documents have been stamped “PAID” and all relevant receipts are collected from staff and suppliers.</p> <p>1.6 Scan all finance documents for storage on a shared platform.</p>





- 1.7 Compile monthly and quarterly field funding requests.
- 1.8 Conduct daily cash reconciliation
- 1.9 Updated project-based asset list and inventory list

2. Human Resource Role

- 2.1 Coordinate staff leaves and out-of-station periods to ensure there are no gaps in project implementation.
- 2.2 Coordinate the timely completion and filing of staff timesheets.

3. General Administration

- 3.1 Making sure office equipment is kept in proper working order, such as printers, copy machines, computers, vehicles, and motorbikes.
- 3.2 Management of the field office/ compound and making sure that the field office/ compound is kept tidy and clean.
- 3.3 In consultation with the Project Coordinator schedule monthly meetings
- 3.4 Any other duties as requested by the immediate supervisor

- Minimum Diploma in Business Administration / CPA II or any other related certificate.
- Minimum 1-year experience in finance management with an INGO/International Agency or corporate sector.
- Good spoken and written English is essential, and Arabic is desirable
- Should have excellent interpersonal skills
- Computer skills in MS Word, Excel, and PowerPoint.
- 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, honesty, and respect for diversity.

Job Commitment

- **Duration of commitment:** 1 year with a 3 months probation period and the possibility of extension dependent on performance/ or funding

Submission of Application

- All suitable qualified and interested persons should submit their applications electronically to christine.anyek@lminternational.org, and CC daida.isaac@lminternational.org
- Please provide the following when applying for this post: 1) Application letter; 2) Curriculum Vitae (CV), 3) copies of academic documents.
- Specify the position and location you are applying for in the subject.
- **Deadline: 28-August-2023**
- **LM International does not refund any expenses in connection with interviews.**
- **Only shortlisted candidates will be contacted.**

