

Job Annoncement-Admin & Finance Assistant

HI-SOUTH SUDAN	
Position title	Admin & Finance Assistant
Position in duty Station	Pibor
Working Day/time	From Monday - Thursday (07:30 AM - 05:00 PM) & on Friday from 7:30am-12:30pm
Salary	According to HI salary grade
Line Manager	Finance Officer
Date of Advert	1 st March 2024
Closing Date	20 th March 2024

Contextualization¹

HI has been operating in South Sudan since 2006, implementing emergency and development actions aimed at improving protection, quality of life, and the promotion of rights of vulnerable individuals, including people with disabilities; persons with mental health issues; survivors of Sexual and Gender Based Violence (SGBV); Elderly Persons in need (EPN), and Orphans and Unaccompanied Minors. HI's current operations are centered in POC and IDP sites outside Juba city; as well as the host communities of Yei and Yambio in Central Equatorial and Torit in Eastern Equatoria, with the Country Office based in the capitol of South Sudan, Juba. Following requests from humanitarian partners through the Protection and Health clusters in mid-2014, HI launched its Flying Team mechanism, a mobile response that operated in South Sudan through integrated programming until 2020 and focused on providing inclusive humanitarian actions. Overall, about 50,000 direct beneficiaries (people with disabilities and other most vulnerable) are being targeted through functional rehabilitation, Individual protection assistance, MHPSS and Livelihood projects, with a strong emphasis on mainstreaming disability inclusion and enhancing inclusiveness in humanitarian action. HI current programs are funded by SSHF - South Sudan Humanitarian Fund-, FCDO, MOFA Luxembourg, GFFO and among other donors. HI South Sudan was increasingly solicited to support external actors (UN agencies, INGOs, OPDs) on IHA to strengthen

Job Purpose

The Cashier is responsible for the regular bookkeeping of one or more cash boxes, keeping the advances ledger, checking supporting documents, preparing payments and compliance with the organisation's standards and the country's regulatory framework

Missions / responsabilités²

Mission 1 : Strategy and steering

- Monitors and reports to his or her line manager and functional manager on the cash-related risks of which he or she is aware and contributes towards their mitigation.
- Participates in the strengthening of partners' skills in the cash-flow management field.

Mission 2 : Standards and expertise

- Deploys all of HI's cash-flow management policies, processes and tools within his or her area of responsibility.
- Complies with the General Data Protection Regulation (GDPR).
- Contributes to internal control within his or her area of responsibility and implements the corrective actions identified.

Mission 3 : Operational implementation

Responsibility 1 : Makes payments and pays advances

- Pays in and disburses money from the cash boxes for which he or she is responsible and records the movements in a cash ledger.
- Pays advances, records them in an advance ledger and clears them.
- Regularly checks the cashbox balances against the cash ledger and the advances ledger.
- Monitors the availability of cash in the cash boxes and alerts the Treasurer if there is a risk of shortage.
- Adheres to security and safekeeping procedures and alerts his or her supervisor in the event of an incident.
- Carries out cash inventories and informs the accountant of any outstanding advances at closing of accounts.

Responsibility 2 : Ensures the quality and availability of supporting documents

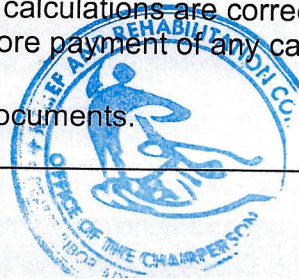
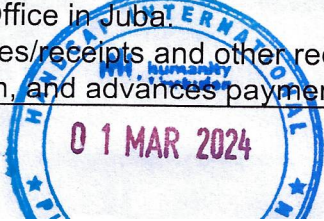
- Checks the admissibility of the supporting documents with regard to HI and country rules and transmits these supporting documents to the accountant for recording in the accounting Information System (IS) and archiving.
- Monitors advances and their supporting documents.
- Prepares any supporting documents asked for by internal or external auditors.

Mission 4 : Profession facilitation

- Contributes towards the facilitation of the profession's development in his or her area of responsibility.
- Mission 5 : Emergency preparedness and response
- Contributes to the program's emergency preparedness actions and, during an emergency, adapts his/her work modality to contribute to HI's effective humanitarian response.

Documentation flow

- Ensure all required documents are attached; calculations are correct, appropriate approvals and reviews made before payment of any cash or sending to Finance Office in Juba.
- Match invoices/receipts and other required documents.
- Prepare cash, and advances payments



- All finance documents and reports are properly filed, labeled and stored in a clear and easily accessible manner
- Be adaptable and flexible to take new tasks and new assignments as requested from time to time.
- Support project staff in advance liquidation.
- Follow all policies, procedures, and documentation requirements.

Cash Management

- Responsible for the management of finance safe
- Carry out daily reconciliation of used and unused cash records
- Keep record of all cash and advances on excel worksheet/cashbook,
- Do cash counts weekly/monthly and whenever needed by Finance Officer, Finance Manager and Country Director and/or line manager.
- Conduct himself/herself both professionally and personally in such a manner as to bring credit to HI and to not jeopardize its humanitarian mission.

Eligibility/Qualifications

- The applicant must be a South Sudanese Citizen
- Diploma in Accounting and Finance, Business Administration-Major in Finance and Accounting.
- Prior relevant experience, particularly working in Finance department
- Experience in a complex humanitarian emergency or post-conflict environment;
- Fluence in spoken and Written English
- Strong computer Knowledge and strong Ms Excel Knowledge
- Observe and respect and promote HI's protection Policies

Application Submission

All hard copy applications must be submitted to Humanity and Inclusion-Pibor Field Office not later than 20th March 2024 or by email to a.peter-logochano@hi.org Due to urgency of this positions, all applications will be reviewed on a rolling basis.

Female candidates and Persons with disability are encouraged to apply

