

Vacancy Announcement

Samaritan's Purse is a non-denominational evangelical Christian organization providing spiritual and physical aid to hurting people around the world. Since 1970, Samaritan's Purse has helped meet needs of people who are victims of war, poverty, natural disasters, disease, and famine with the purpose of sharing God's love through His Son, Jesus Christ. Samaritan's Purse International Relief is seeking to hire qualified persons to fill the following position.

Vacancy: Finance Officer - Relocatable (1 Position).
Reports to: Field Accountant.
Duty Station: Maban.
Start Date: As soon as possible.
Deadline of Application: 04th October 2019.



SUMMARY OF THE POSITION

The Finance Officer will be responsible for maintaining an accurate record of all financial transactions meeting both financial rules and regulations required by donors.

MAJOR DUTIES AND RESPONSIBILITIES:

- Maintain detailed records for all financial transactions in an organized and professional manner.
- Perform daily functions including recording all cash, maintain cash ledgers, monitor cash advances and field expense reports, and reconcile cash on hand.
- Provide required weekly reports by specified deadlines to the Field Accountant as assigned.
- Ensure financial/accounting activity is carried out in accordance with Samaritan's Purse's (SP) field accounting policies.
- Review and ensure accuracy of financial transactions for SP field operations based in the region as appropriate (includes vouchers, FERs, Cash Advances, transfers, etc.).
- Ensure all cash is reconciled on a daily basis, reporting any over/under to Field Accountant and investigate any over/under situations.
- Administer all cash advances to employees and partners, reconciling all receipts and remaining cash.
- Maintain close and cooperative working relationships with fellow financial staff and the Finance Manager.
- Provide support to Base Manager and/or Program Managers with regard to financial policies/practices and related areas as required.
- Identify areas for financial and administrative improvement and work to implement feasible improvements.
- Participate in Morning Devotions.
- Participate in both internal and external Audits.
- Follow all procedures provided by Field Accountant, Finance Manager, and Country Director.
- Maintain accuracy in financial records.
- Perform any other duties assign by the Supervisor.

KNOWLEDGE AND SKILLS REQUIRED.

- Bachelor's Degree or Diploma in Finance or Accounting from a recognized Institute.
- Minimum of two (2) years' of working experience in Finance.
- Ability to write and speak in English.
- Ability to work in a hostile environment with only basic necessities.
- Ability to work effectively in a team environment.
- Ability to work under little or no supervision.
- High level of attention to details.
- Good Organizational and problem solving skills.
- Good Computer skills especially Microsoft Excel, Word and Internet.
- Adherence to SP Statement of Faith and Mission Statement.
- Fluency in spoken Arabic is an added advantage.

How to apply: Interested applicants are required to submit Hard Copy application letters, copies of academic certificates, updated CVs and copies of National ID cards for clear Nationality identification to Samaritan's Purse **Juba office near Quality Hotel by 04th October, 2019**. Please address clearly at the back of the envelope to: **Human Resources Department, Samaritan's Purse International Country Office - Juba**. Only South Sudanese applicants will be considered for this position. Female Candidates are encouraged to apply.

Application can also be sent via email to: RecruitMaban@Samaritan.org

We do appreciate your interest in working with us. However, only short listed candidates will be contacted.

