



MAG South Sudan
Plot No. 1 Block 1, 1st Class Area
Jondoki Kamiru,
Bilpham Road, Adjacent to Ezentus
Juba, South Sudan

VACANCY– FINANCE ASSISTANT - (2 Positions)

Employer: Mines Advisory Group (MAG)
Department: Administration
Reporting to: Finance Manager
Base Location: South Sudan
Working Area: Juba

Mines Advisory Group (MAG) is a Humanitarian, none profit making organization concerned with the impact of landmines in South Sudan. MAG is recruiting for a qualified Finance Assistant to join its team in South Sudan.

Summary of the Position

The Finance Assistant is responsible for the complete accounting of expenditures in the cashbooks for the programme, ensuring that all transactions are duly authorized and payments done on a timely manner.

Principal Responsibilities

- Ensure that payment vouchers are correctly posted in the cash and bank books on daily basis.
- Draft financial administrative policies
- Ensuring cash account is done on daily basis and any over/ shortfalls are reported immediately to the Finance Manager
- Ensure that all financial transactions adhere to MAG's payment and procurement policy
- Ensure that monthly pay slips for all national staff either paid bank or cash are issued on monthly basis
- Advise on cash balances to ensure smooth running of the programme activities
- Payment of salaries and other allowances to staff on time and accurately
- Ensuring that salary paid and pay slips match
- Maintaining of petty cash
- Maintain cash receipts and payment vouchers
- Ensure all petty cash payment request are approved
- Proper labeling and filing of documents as required on a time frame basis
- Ensure that all payments through petty cash have the necessary supporting documents.
- Ensure that adequate supporting documents are accurate and payment procedure is followed.
- Scanning of financial documents such as vouchers as required
- Issue Advances to staff for work upon presentation of authorized requests, ensure that all advances are accounted for in a timely manner with appropriate expense analysis documentation/ receipts and maintain and monitor a tracking sheet for all advances.

Selection Criteria:

- Minimum qualification, Bachelors' degree in Financial Accounting / Business Administration
- 3 years of previous experience working in a similar role, with a busy international NGO
- Good literacy, numeracy and IT skills including MS word and Excel
- Self-motivated, flexible and enthusiastic approach to work
- Ability to work independently with initiative and a solution oriented approach
- Determined to high quality of standards
- Good interpersonal communication skills
- Willingness to work outside of normal working hours when required

MAG is a humanitarian organisation clearing the remnants of conflict for the benefit of communities worldwide.
MAG is co-laureate of the 1997 Nobel Peace Prize.
Charity No.1083008. A company registered in England and Wales No 4016409.





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- Proven experience of computerized accounting system software
- Good command of both spoken and written English
- Position is only open to South Sudanese nationals.

All staff members are expected to undertake the following general duties:

- Work within the framework of MAG's core values, promoting its ethos and mission statement.
- Work towards achieving programme and/or department business plan objectives
- Ensure familiarity with and adhere to all MAG policies and procedures and keep informed of MAG activities
- Undertake and apply learning from appropriate training and development programmes.
- Undertake the role in a manner appropriate to the cultural context and within the local legal framework.

This is a non-contractual document that can be varied from time to time as circumstances dictate. This job description is intended to summarize the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. All MAG staff is expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises.

Please note that as part of MAG's commitment to safeguarding, this post is subject to background checks before an offer of employment is confirmed.

HOW TO APPLY:

Qualified and interested candidates should submit a cover letter with a CV (must have at least 2 referees with the recent employer and work email and telephone contact), copies of academic certificates and Nationality ID card to: -

MAG South Sudan Juba Office Bilpham Road, Adjacent to Ezentus, Juba, South Sudan or Email; recruitmentss@maginternational.org by 27th February 2020, addressed to the: Human Resources Department, MAG South Sudan, Juba.

Please clearly indicate the position you are applying for on the envelope
Only shortlisted candidates will be contacted for interviews.

NOTE: Do not attach original certificates. MAG will not return application documents to applicants.

Women and men are both encouraged to apply. MAG is an equal opportunity employer.

