

**JOB ADVERT**

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Advance Africa Initiative is a South Sudanese women founded and led national humanitarian and development organization in South Sudan, registered 2017 in accordance to NGOs Act 2016 by the Relief and Rehabilitation Commission (RRC) and a member of South Sudan NGO Forum. We are dedicated to fight ill health, poverty, injustice and reduce human suffering. We place special focus on working alongside vulnerable women, girls, IDPs and communities at large to improve their health and escape poverty. ADAFIN employs holistic approach to cater for many needs of our people by working in areas that contribute in a synergistic manner to improving the lives of our target communities.

ADAFIN supports development intervention in the domains of child protection, GBV, COVID-19 awareness and sensitization, food security and livelihoods, WASH, health, nutrition and education.

**ADAFIN is seeking to recruit dynamic and suitable South Sudanese for the following vacant positions**

**Title:** **Finance Officer**

**Duty Station:** Juba

**Department:** Administration and Finance Manager

**Job Posted:** September 17, 2020 **Deadline:** October 17, 2020

**Job Summary:**

The Finance Officer is responsible for all aspects of overall financial management and to ensure that ADAFIN financial management system are consistent, financial needs of programs are met, and that all financial / grants related transactions utilized and accounted for with integrity and in compliance with ADAFIN and donor regulations and procedures.

**Major Duties and Responsibilities**

**Finance and Accounting**

* Carry out the day-to-day accounting functions of the organization including, but not limited to:
* Managing cash, ensuring sufficient amounts are available at all times and that necessary security measures are in place and are being followed,
* Conducting regular cash and bank reconciliations, verifying amounts held and reporting any discrepancies,
* Paying supplier invoices either directly or in conjunction with colleagues and in accordance with agreements made,
* Paying staff salaries and allowances as agreed, ensuring that all required statutory deductions are made and subsequently paid to the appropriate authorities,
* Supporting colleagues in cash handling and financial transactions, providing coaching and guidance as required,
* Prepare and submit weekly, monthly and quarterly financial reports.
* Prepare credit notes where transactions have been cancelled,
* Preparing Bids Analysis, LPOs and Quotations to facilitate transactions,
* Prepare and maintain petty cash transactions,
* Facilitate sensitization and mobilization of communities and stakeholders,
* Ensure projects’ implementation is/are in line with donor requirements,
* Ensuring all financial transactions are carried out in accordance with the ADAFINs guidelines and procedures and any donor requirements,
* Produce accurate monthly accounts within the agreed timeframe, including the compilation and finalization of monthly expense sheets for all cash and bank accounts,
* Gather cash need forecast from Budget Holders and Logistics and consolidate it in the monthly cash needs forecast, ensuring that money is transferred between locations in a timely manner and that daily cash needs are met,
* Focal point for payroll preparation. Gathers necessary data from HR/Admin in the field location and finalize monthly payroll list and schedule salary and other related payments.
* Prepare for and support internal and external financial audits, providing all information required by local legislation, donors, or other bodies,
* Conduct regular internal audits and report immediately any possible fraud or theft,
* Routinely represent ADAFIN in regular financial related meetings, workshops and training,
* Perform any other additional duties not specified, but may be assigned by line manager.

**Administration**

* Ensure a clear and transparent paper trail is adhered to for all financial transactions and that all filing and archiving is in line with ADAFIN and donor requirements which follows international and national accounting standards,
* Line management and training responsibility for a finance assistant,
* To take part in Performance Management,
* Support General Administration
* Undertake other clerical duties as and when necessary requested.

**Communication**

* Maintain open and frequent communication, where applicable, with the field offices, all staff members and organization’s donors, partners and stakeholders concerning all financial issues,
* Ensure colleagues are informed of the required finance procedures, and be available to answer any finance related questions and to provide coaching and guidance as necessary.

**Quality Management**

* Adhere to all financial internal controls by using and promoting the ADAFIN policies, guidelines and other operating procedures, ensuring that all standardized formats are used and guidelines are followed.

**Qualifications and Skills required for the position**

* Several years’ experience in finance, accounting and administration displines.
* Minimum of Degree or Diploma in Business Management / Administration / CPA Section II from a recognized institution.
* Ability to work with minimal supervision and deliver results under strict deadlines.
* Good communication skills (spoken and written English and Arabic).
* Good interpersonal skills and ability to establish and maintain effective working relations with people from different backgrounds and organizations.
* Willingness and commitment to strictly adhere to organizational rules, regulations, guidelines and Code of Conduct.
* Willingness and commitment to learn under supervision and respect for organization hierarchies.
* Effective use of ICT and other specialist equipment.
* Ability to plan and develop systems.
* Good organization skills.
* Ability to prioritize effectively.
* Good presentational skills.

**NOTE 1:**

* In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:
* Motivation to work with women, children, young people and persons with disabilities.
* Ability to form and maintain appropriate relationships and personal boundaries with children, women and young people.
* Emotional resilience in working with challenging behaviors and
* Attitudes to use of authority and maintaining discipline.

All applications should be marked on the right corner of the envelope as “**Application for the position of Finance Officer”** and are addressed to:

**THE HR MANAGER**

**ADVANCE AFRICA INITIATIVE (ADAFIN)**

KCB Building, Fourth Floor, Suite #: 403

Hia-Kuwait, Biplham Road, Juba, South Sudan

**Or you can submit via email:** [**adafin.southsudan@gmail.com**](mailto:adafin.southsudan@gmail.com)

**The closing date for receipt of applications is before COB on October 17, 2020 – 17h00 (EAT).**

Advance Africa Initiative is an equal opportunity employer within the meaning of international and national standards. Women are encouraged to apply.

**Only short-listed applicants will be contact.**