

Job Advertisement



Job Title:	Finance Officer
Duty Location:	Juba with 30% travel to field locations
Duration:	6 months with possibility of extension
Reports to:	Grants Manager
Open date:	9 th January 2023
Closing Date:	21 st January 2023

Organization Background

Global Assistance is a humanitarian assistance engaged in lifesaving and protection for conflict affected communities including vulnerable & people with disabilities across the country and work to end the conditions that create and perpetuate vulnerability. Our mandate is to save lives, protect dignity and develop resilience among communities affected by conflict and other shocks that trigger vulnerability. GA advocates for vulnerable people through its advocacy strategy which include the use of media. GA responds to any emergency that puts at great risk the survival, protection, and well-being of significant numbers of vulnerable and disable where addressing the needs and well-being of those vulnerable is beyond the indigenous coping capacity, and where GA is able to mobilize the financial and human resources to take urgent action on their behalf. Our primary efforts are to assist our global community in addressing the needs for foods and nonfoods, youth empowerment activities items and others humanitarian aid in the neediest areas of the world. We are currently implementing the project on Strengthening youth's groups to acquire cooperative saving skills geared towards increasing productivity and sustainability while responding to the very vulnerable.

Operational Context/Role

To support and strengthen the integrity of finance systems, ensure smooth financial operations for supporting programmed work and responsibility for updating and generating timely financial information for use by country management

Key Responsibilities

- Ensuring that documentation is accurate, authorized and complete for all financial transactions.
- Maintaining easily accessible (physical) filing systems for all cash, bank and general ledger vouchers and submitting these to Juba on a monthly basis.
- Reviewing bank and cashbooks for all expenditure and income to ensure that they are correctly coded.
- Ensuring that all income and expenditure is adequately authorized prior to uploading in the system.
- Ensuring that the SCI financial procedures for Bank and Cash are always followed.
- Passing of correction journals in the system
- Uploading the field offline spread sheets into Agresso



- Checking all the transactions are entered correctly
- Provide relevant data to the HPIs and Field managers as and when required
- Provide guidance to PM and FM regarding spending trends and required actions each month before soft close
- Review BVA reports and effect reversals/recharges requested from PM and FM
- Build capacity of Finance officers and Finance Assistant in the country Office
- Support Program manager during budget re-alignments and ensure realigned budgets are complete and accurate
- Ensure accounts and transactions are regularly allocated

Skills and Qualifications

- Bachelor degree/Diploma in Accounting & Finance/Business Administration or at least two years' experience in finance
- Good knowledge of management of communication systems and office management.
- Good organization skills.
- Able to work under pressure and in insecure areas.
- Strong computer skills including ability to work with windows competently and accurately. Email operation.
- Good communication skills, both oral and written.
- Patient, pleasant and courteous personality
- Ability to prioritize work according to importance and deadline; meeting conflicting work demands.
- Possess initiative, patience, tact, and able to work with minimum supervision
- Manages own time and deals with some conflicting priorities without upward referral.
- Demonstrates adaptability and flexibility in all aspects of working.
- Influences decision-making on specific issues relating to routine projects and tasks.
- Ability to work effectively in a team and support others in their work.
- Makes decisions on routine matters without close supervision.
- Shares knowledge and improvements and may supervise the workflows of others

How to Apply

Interested candidates should submit their cover letter, CV with three references, copy of National ID and copies of the certificates including daytime telephone to Human Resource Department. Or by email willy@global-southsudan.org please indicate the position you are applying for in the subject line of the email. Applications can be hand delivered to Global Assistance Office at Hai Malakal, Plot Number 41 Block AX111 Opposite LifeLink Clinic, The former Britiam Office.

*Noted: Only shortlisted candidates will be contacted, application submitted are non-returnable
Female Candidates are encourage to apply*

