



Munuki SDA
Compound
P.O Box 247
Juba, South Sudan

JOB ADVERT

Job Title:	Accounts Assistant
Qualifications:	Minimum Certificate or Diploma in Finance, Accounts, Procurement or any other relevant area.
Experience:	2 years' work experience as a Cashier or Project support officer
Job Location:	Juba, South Sudan.
Direct Supervisor:	Senior Accountant
Closing date:	18 th Jan, 2023 at 5:00pm South Sudan time

Introduction: The Adventist Development and Relief Agency (ADRA) is a global humanitarian organization of the Seventh Day Adventist Church whose Purpose is “To serve humanity so all may live as God intended”. ADRA South Sudan has been actively serving the communities of South Sudan for over 35 years. ADRA South Sudan’s thematic areas are health, education, food security and livelihood and emergency response.

ADRA’s Motto: *Justice. Compassion. Love*

ADRA’s Values: *Courageous. Compassionate. Connected*

Job Summary:

Under the direct supervision and support from the Project Manager, the Field Cashier will be responsible for assisting in the on-going maintenance of internal financial records and reports and in the preparation and maintenance of records and schedules for the agency’s field accounts and programs. The Field Cashier assists in the appropriate and safe handling of agency financial records, forms, correspondence, and documents.

Main Functions:

1. Process bills, checks, receipts and other documents
2. Ensure all documents are properly signed and distributed
3. Verify financial and other data (e.g., tax identification numbers)
4. Monitor financial transactions
5. Enter data and maintain updated records
6. Assist with account reconciliations
7. Communicate with vendors, customers and colleagues



8. Report the status of accounts and discrepancies
9. Compile weekly, monthly, quarterly and end of project reports as required.
10. Carryout any other duties as may be assigned by the supervisor.

Performance Indicators:

- Meet at least 75% of project work plan indicators.
- Complete at least 75% of planned field activities.
- Ensure timely submission of all sites reports.
- Time management
- Skills transferred to the other staff and gained skills from other colleagues
- Interpersonal and communication skills

Other requirements:

- Proven experience as a Finance Clerk
- Knowledge of basic bookkeeping and financial transactions
- Familiarity with financial regulations, i.e. Generally Accepted Accounting Principles (GAAP)
- Knowledge of MS Office and databases
- Attention to detail
- Organizational and multitasking abilities
- Excellent verbal and written communication skills
- Reliability and strong work ethics
- Ability to solve problems
- Ability to work productively with limited supervision and under stress of deadlines;
- Ability to follow direction and work as a member of a team;
- Ability to maintain confidentiality;
- Good written English and verbal communications skills.

Instructions for applications:

All applications should be sent to jobs@adrasouthsudan.org. Qualified female South Sudanese nationals are highly encouraged to apply.

Note:

1. A CV of 4 pages or less coupled with a one-page cover letter is will be required. Telephone contact details will be required.
2. Relevant **copies (NOT ORIGINALS)** of certificates and testimonials
3. Only Shortlisted candidates will be invited for interviews.
4. Due to the urgent need for this position to be occupied, we shall be reviewing applications coming in from time to time, and interviews will be conducted once we have received suitable candidates before the deadline of the advert.

Safeguarding:

ADRA South Sudan has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility, and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to, Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.

