

Approved

25/3/2024

VACANCY ANNOUNCEMENT



Position title: Cashier /

Working location: SOS Children's Village – Juba.

Closing date: 8th April 2024

SOS Children Villages, South Sudan is an affiliate member of SOS Children's Villages International, a federation of 137 national associations, working together with a single mission: to ensure that every child grows with love, respect and security. We take action for children as an independent nongovernmental social development organization. We work for children who are orphaned, abandoned or whose families are unable to care for them. We give these children the opportunity to build lasting relationships within a family.

For the effective and successful coordination & management of the coordinated child protection and livelihoods development project, SOS Children's Villages in South Sudan is looking for a Cashier.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Key performance areas and main responsibilities:

1. Performs detailed accounting tasks of the project

- Prepares payment vouchers, cheques and petty cash payments and ensure all finance document are complete and reliable
- Ensures that all invoices are paid promptly
- Prepares Bank and Cash Registers and bank reconciliation statements. Submits registers, together with all supporting receipts and vouchers, to the Finance and Admin coordinator.
- Replenishes the Project's petty cash float and ensures this is responsibly and effectively used at all times.
- Banks all income received and effects all cash withdrawals.
- Administers the project payroll. Ensures correct payment of income tax and other statutory deductions.
- Submits a projected income and expense form and requests regular transfers to ensure sufficient running cost funds are received for the project

2. Ensures that Financial Resources are used effectively

- Assists the Project Coordinator in the preparation of the annual budget of the Project.
- Monitors expenditures, ensuring the Project is run as economically as possible, in accordance with the provisions of the annual budget. Reports any irregularities to the Project Coordinator.
- Ensures that all cash, cheque books and financial records are properly stored and safely secured at all times
- Ensures that any financial policies, as established by SOS Children's Villages International or the National Association, are implemented and adhered to.

**Applications including at least three traceable referees should be sent electronically to:
Isaac.James@sos-southsudan.org**

Pease note that only shortlisted candidates will be contacted and if you do not hear from us within 10 days, your application has not been successful

SOS Children's Villages International holds strict child safeguarding principles and a zero-tolerance policy for conducts of sexual harassment, exploitation and abuse in the workplace and other places where the organization's activities are rendered. Parallel to technical competence, recruitment, selection and hiring decisions will give due emphasise to assessing candidates value congruence and thorough background checks, police clearance reference check processes".

**Alternatively, applications can be delivered to SOS Children's Village office
Located at Hamza Inn, Juba Town
Opposite Notos Restaurant**



3. Performs general administrative tasks

- Updates the inventory and fixed asset register of the Project as assets are acquired. Conducts annual inventory control audits.
- Purchases stationary, equipment and other supplies, and deals with various suppliers as necessary.
- Controls the use of office telephones and fax machines by implementing appropriate registers &/or control measures. Ensures all private calls are charged to the individual concerned.
- Assists with the establishment of proper store-keeping records and procedures.
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Safeguarding

- Responsible for showing behavior and all relationships are based on the Sexual Misconduct Regulation, Child Protection Policy and in line with the Code of Conduct and that they adhere to it in every situation.
- Responsible for reporting any safeguarding suspicion, concern, allegation, or incident immediately, following safeguarding reporting procedures.
- Conduct themselves per the Code of Conduct, Safeguarding and Local/Country Policies and Procedures;

Required Qualifications and Experience:

- Bachelor degree or diploma in accounting, business administration or any other related course
- Five years of extensive experience, progressively responsible working in finance position programming and extensive experience in using accounting software.
- Competencies on monitoring and analyzing financial data.
- Excellent written and oral communications skills in English. Arabic as an additional language would be an advantage
- Ability to work under pressure and willingness to work flexible hours in the event of emergencies
- Good interpersonal skills with the ability to communicate and negotiate clearly and effectively at all levels, taking into account cultural and language difficulties.
- Commitment to SOS Children's Village values, including willingness to abide by and enforce the financial policies.
- Excellent Computer skill (MS word, MS excel)