



CHILDREN AID SOUTH SUDAN

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Vacancy Announcement:

Children Aid South Sudan is a National Non-Governmental Humanitarian and Development Organization registered and has been providing humanitarian assistance to the vulnerable population of South Sudan since 2014.

Children Aid South Sudan is looking for a suitable South Sudanese National to fill the below position:

Position: Finance Officer
Department: Finance
Duty Station: Juba
Reports to: Finance Manager
Job Duration: 6 Months/Renewable

Job Purpose

He /she ensures efficient and effective financial systems and controls in the field/Head office. He /she will support the programme by ensuring timely production of reports and information.

KEY RESPONSIBILITIES:

1.1 Donor Financial Requirements in the field offices

- Ensure that there is a file for all the donor financial contracts with all donor requirements
- Share the information with the relevant staff
- Assist in audit preparations as per the donor requirements.
- Management of both grants and financial filing system
- Maintenance of the donors fixed assets register

2.0 Monthly financial monitoring reports:

- Prepare a performance analysis report for discussion with the programme manager and other budget holders.
- Ensure that all monthly financial action points are implemented.
- Assist the Finance Manager in providing training on budget monitoring systems, grants management procedures and various donors terms and conditions to budget holders



3.0 Financial and system controls

- Assist the Finance Manager in developing and maintaining robust and adequate financial internal control systems for cash management
- Preparing and posting all correction journals as per budget holders' feedback in a timely manner.
- Ensuring all costs are coded properly in QuickBooks by reviewing the 'accountant check' for all PR's and payments.
- Reviewing sub offices ensuring they are properly coded before upload into QuickBooks
- Make payments after verification of the accuracy, validity, legitimacy of all documentation ensuring, completeness of financial documents, (purchase requests, work orders, pro forma invoices), proper coding and approval by responsible managers before payments are made
- Ensure organization's creditors in the field are paid promptly.
- Reconcile creditor's statements to ensure that all bills have been paid and no disputes arise between Organization and the creditors with regards to timely payments of their bills
- Prepare invoices for staff on private use of the organization's resources such as vehicles and recover the same promptly from the staff.

4.0 Cash Forecast and monitoring

- In coordination with the Finance Manager and Finance Officer in the field ensure realistic cash forecasts are provided by budget holders, and place the cash transfer request for the field office.
- Monitor that expenditure is incurred only against the approved cash forecast and any deviations approved by the Field Manager before the expenditure is incurred.
- Prepare a cash monitoring report every month to show if cash is spent in accordance to the purpose (budget lines) it was requested.

5.0 Cash management

- Monitor cash balances and transfers for both head office and field locations

6.0 Payroll management

- Administer payroll and ensure its smooth operation. Verify staff attendance sheet, over time and any other claims
- Ensures signed pay slips/time-sheets for staff paid in the field sent to the Juba Office timely.
- Liaise with HR/Admin Officer on incoming/outgoing staff form/to the field and payments for terminal benefits
- Handle staff advances and loan as per the Staff Advance policy.

7.0 Monthly returns

- Prepares and submits financial reports on time
- Reconcile the monthly cash and float balances



Performs any other duties and tasks, which are commensurate with the responsibilities and level of the post

Person specification

Qualification and skills

- Professional qualifications in Accounting: -Minimum of CPA II or Degree in accounting.
- At least three year's NNGO or INGOs experience especially in budget setting and financial accounting
- Proven audit experience
- Proven skills on managing changes, achieving results, ensuring quality, team building and capacity building.
- Strong computer skills, especially on Accounting packages such as Quick Books
- Ability and willingness to work under pressure as part of a professional team.
- Excellent interpersonal skills, including cultural sensitivity, assertiveness and negotiating skills.
- Willingness to travel to field offices occasionally

Application Procedures:

Any interested person who meets the above-mentioned requirements should submit the following:

- Application letter, expressing your motivation for the position you are applying
- Current CV, copies of academic papers and National ID
- List of at least 3 referees with their valid email addresses and contact numbers.

Interested candidates should submit the above requirements to HR & Administration Manager Children Aid – South Sudan email; cassrecruitment.org@gmail.com or hand delivery to Children Aid South Sudan's office located Gudele 1, on the 4th Floor of the same building where Zain Office is. Deadline for submission of applications; Not later than **12:00pm Friday 13th Oct. 2023.**

Only the shortlisted candidates will be invited for interviews.



**HR Manager
Children Aid South Sudan**

