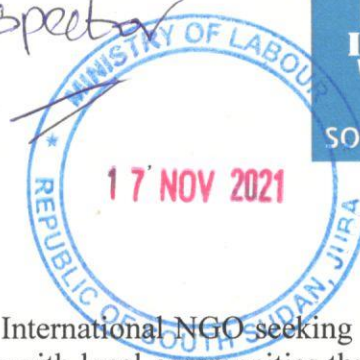


50.11.3
Approved by
SI Inspector



Date: 17th November 2021

Re: Job advertisements: **FINANCE ASSISTANT**

Established in 1984 in the UK, Islamic Relief (IR) is an International NGO seeking to promote sustainable economic and social development by working with local communities through relief and development activities. IRSS works in the following counties in South Sudan that include Central Equatoria, Eastern Equatoria, and Western Baher El-Ghazal and Warrap state of Tonj North. IRSS help the needy and the vulnerable regardless of race, religion or gender.

Applications are invited from 18th November 2021, from suitable candidates to fill in the position below with a base in Yei, Narus & **Warrap** as projects funds are being secured.

BASE LOCATION: Yei, Narus, Warrap South Sudan (Any location of them)

REPORTING TO: Finance Manager South Sudan

LINE MANAGEMENT RESPONSIBILITIES: None

PURPOSE OF DIVISION:

Through capacity building and through technical and Programme support, the International Programme Division keeps the organization focused on the socio-economic and humanitarian needs of vulnerable people. ☐ The division reinforces IR's implementing structure to enable these people and their communities to develop themselves sustainably, and ensures that the organization is prepared to respond promptly and effectively to humanitarian crises.

The division increases the organization's ability to tackle poverty by developing and fostering partnerships and institutional relationships effectively and proactively, and by ensuring transparent and timely reporting to the organization's donors.

JOB PURPOSE:

Supports the smooth functioning of the Finance team, particularly in the areas of petty cash management, financial administration and communication with the bank.



Handwritten signature



MAIN OFFICE

IR.SS. Along Unity Road
Plot No.54, Block B-xvi
Hai. Cinema, P.O Box 353
Juba South Sudan

WAU OFFICE

Hai Darajat
Tel: 0916287894
0929732333

WARRAP OFFICE

Along the Warrap - Akop Road
Tel: 09126287961

KAPOTEA

Narus Compound
Diocese of Torit
Tel: 0921373324

Website: www.islamic-relief.org
RRC Reg No.051

KEY WORKING RELATIONSHIPS

- Has regular contact with the Finance, HR, Programme and Logistics teams.

SCOPE AND AUTHORITY

Scope of the Role:

The job holder is accountable for fulfilling his or her roles and responsibilities in line with Islamic values and principles of fairness, humanity, honesty, respect and fair treatment of his/her colleagues and staff. The Finance Assistant adheres to the policies in the finance team in support of the organization projects.

Responsibility for Resources: No direct budget responsibility. Manages petty cash.

KEY ACCOUNTABILITIES

The job holder is accountable for fulfilling his or her roles and responsibilities in line with Islamic values and principles of fairness, humanity, honesty, respect and fair treatment of his/her colleagues and staff.

Key Accountability 1: Manage and dispense petty cash

- Monitor petty cash float and expenditure, dispense and receive cash in line with IR Finance Policies.

Key Accountability 2: Financial administration

- Liaison with the Bank regarding withdrawals and payments.
- Ensure financial documentation is correctly filed, archived, in a timely manner.
- Submission of Taxes to the government on monthly basis
- Payment to vendors
- Printing of voucher

Key Accountability 3: Data entry

- Working under the guidance of the Programme Accountant, Grants Accountant and/or Finance Officer input financial transactions into the financial system.

Key Accountability 4: Receive staff timesheets

- Print and verify if charged against the appropriate donor source,
- Filing of all timesheets in a timely manner.



PERSON SPECIFICATION

ESSENTIAL

- Minimum Diploma in commerce, accounting or Business Administration however bachelor degree will be preferred.
- At least two years' experience in similar position with solid result in finance/admin & HR
- Proficient in double entry bookkeeping and accounting software.
- Advanced IT skills; able to use online financial systems and input data with a high degree of accuracy
- High level of attention to detail
- Willing and able to travel to field locations for up to 40% of role
- Competent in written and spoken English
- Sensitivity to cultural differences
- Sympathy with the aims of IR

DESIRABLE

- Experience working in an NGO in a similar role
- To be familiar with and abide by the NGO/Red Cross Code of Conduct, the People in Aid Code, IRW International procedures



If you are the right candidate for the above role and can clearly demonstrate your ability to meet the qualification given, submit your application attached CV to Islamic Relief South Sudan Programme. Along Unity Rd Hai, Cinema-Juba South Sudan near Solidarities office. Or send to IRSS.Recruitment@islamic-relief.or.ke / you can call +211 922680303

***This position is open for nationals; Women are strongly encouraged to apply
Only short listed candidates will be contacted.
Deadline: 8th December 2021, 4:00 PM***

