



VACANCY ANNOUNCEMENT

Position	Finance Officer
Location	Juba
Reporting to	Assistant Finance Controller
Posting date	29 th June 2020
Application closing	16 th July 2020, 5:00pm



GOAL is global humanitarian organisation who works with communities to help them respond to and recover from humanitarian crises, and to assist them to build lasting solutions to mitigate poverty and vulnerability. GOAL has been working in South Sudan since 1985 with a focus on health, nutrition, WASH, food security and livelihoods. GOAL is continually adapting and responding to the context to support the communities where we work. GOAL is committed to work by and fulfil our core values of Humanitarianism, Respect, Integrity, Partnership and Courage.

Overview of the position

To coordinate and implement finance and administration work in GOAL by providing financial support in GOAL's finance policy and procedures and administration as well as personnel support in GOAL's personnel policy and procedures and carrying out other administrative duties as required.

Key Responsibilities

- Ensuring that all expenditure has been incurred in accordance with GOAL policies before payment is made
- Cash Recording: Preparations of cashbooks, ensuring proper filing of supporting documents and recording cash books balances with physical cash balances, ensuring transactions are accurately recorded (correct coding, accurate descriptions etc), ensure cash management sheet is appropriately updated, ensure all expenditure is appropriately authorised, checked by Finance in line with guidance and submitting the cashbook in line with agreed deadlines.
- Carry out daily, weekly, and monthly cash count & bank reconciliation
- Monitor outstanding floats, and clear as required.
- Cash flow: Responsible for day- to- day cash flow of office, ensuring that the monthly cash request is submitted in line with agreed deadlines and is accurate and in line with the BMTs
- Budgeting: Provide support to the Programme Manager and Project Managers to create accurate and realistic annual project, equipment, and core cost budgets
- Rolling budgets/ BMTs: Providing assistance to the programme managers and individual project managers where applicable to review monthly financials and maintain BMT, to submit the BMT in line with agreed deadlines
- Conducting asset spot check every end of the month
- Participate in the routine stock and 100% asset check
- Ensure any DIK documents delivered in the field are sent to Juba office in time
- Conducting regular training on finance (finance forms) to other non-finance staffs
- Any other duties as may be assigned by the Finance Manager

Requirements for the position:

Essential





- Education: University degree/or diploma in accounting, business administration, economics, or any other relevant field.
- 3-5 years relevant experience in finance department
- Excellent written and spoken English, outgoing personality with excellent communication and training skills
- Ability and willingness to work in a remote area.
- Excellent computer skills including proficiency in Microsoft Excel and Word and if possible, have knowledge of Sage desirable or a similar package.
- Good team player, flexible and capable of working with a multinational country team.

Equal Opportunities

GOAL does not discriminate because of ethnic background, colour, age, disability, marital status, religion or gender. All interested and qualified candidates are encouraged to apply.

Safeguarding

Children and vulnerable adults who come into contact with GOAL as a result of our activities must be safeguarded to the maximum possible extent from deliberate or inadvertent actions and failings that place them at risk of abuse, sexual exploitation, injury and any other harm. One of the ways that GOAL shows this on-going commitment to safeguarding is to include rigorous background and reference checks in the selection process for all candidates.

Accountability within GOAL

Alongside our safeguarding policy, GOAL is an equal opportunities employer and has a set of integrity policies. Any candidate offered a job with GOAL will be expected to adhere to the following key areas of accountability:

- Comply with GOAL's policies and procedures with respect to safeguarding, code of conduct, health and safety, confidentiality, do no harm principles and unacceptable behaviour protocols.
- Report any concerns about the welfare of a child or vulnerable adult or any wrongdoings within our programming area.
- Report any concerns about inappropriate behaviour of a GOAL staff or partner.

General Terms and Conditions

This Vacancy Announcement only serves as a guide for the position available. GOAL reserves the right to change this document.

HOW TO APPLY

1	Email your cover letter, CV and scans of certificates to goaljobs@ss.goal.ie State the position you are applying for in the email subject line. Note: GOAL can only receive emails of 5MB or less. GOAL will not be liable to emails not received
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Closing date: 16th July 2020, 5:00pm, Applications received after this will not be considered.

Please note that only shortlisted candidates will be contacted.

