

CRS' JOB ANNOUNCEMENT

Job Title: Finance/Administration Officer

Department: Finance

Band: 6

Reports To: Program Manager

Country/Location: South Sudan/Juba



Job Summary:

You will support the Finance department's management of accounting systems, policies and procedures in compliance with CRS' established accounting standards, Generally Accepted Accounting Principles (GAAP), donors' rules and regulations, and legal requirements to support high-quality programs serving the poor and vulnerable. As part of an experienced finance team you will help coordinate daily financial activities through preparation and delivery of financial services. You will also be required to support Admin and HR activities.

Job Responsibilities:

Finance

- Review and supporting documentation of financial transactions to ensure all required documents are accurate and complete.
- Help ensure maintenance of all data required for processing financial transactions for assigned accounts in Insight ERP financial accounting package.
- Record delegated financial transactions following appropriate authorizations. Review various accounts to detect irregularities.
- Prepare delegated financial reports, as needed,
- Help share information with staff on financial accounting policies and procedural compliance issues.
- Review payment requests for vendors and staff ensuring that complete supporting document are attached.
- Supervise administrative and clerical support to financial transactions processing. Ensure file accounting and financial reporting documentation as instructed.
- Manage cash by maintaining Operational Cash-on-Hand (OCH) Account, ensuring safe custody of cash in safe, updating cash ledgers, and processing OCH requests from CP's.
- Process payment request through CP Juba Office and coordinate with Financial Service Provider / Cash Transfer Agents for smooth cash delivery ensuring receipts are timely provided to Juba office for payment settlements.
- Coordinate with Program Team, CP Finance Office (Grant Unit) in Juba for timely submission of monthly donor financial reports / invoices to WFP.
- Compile supporting documentation (liquidation/receipt package) to support processing of financial transactions. Communicate with staff, subrecipients, donor, partners, suppliers to follow up on required documents.



- Perform data entry for financial transactions recording, following validation by the next-level Finance staff.
- Data entry of finance inputs in various modules of Insight ERP.
- Coordinate with CP Finance office to process amortization for various prepayments/advances (including office, guest house rents, internet, DSTV, UNHASS and fuel etc.)
- Prepare monthly fuel amortization reports for recording financial transaction and submit to CP Juba Finance Office.
- Keep record of finance documents. Keeping track of payment & liquidation requests, journal entry vouchers and filing and archiving.
- Monitor retrieving finance vouchers for auditors, CP or HQ requests through proper track ensuring that these are kept back after use.
- Perform other assigned duties, as long as segregation of duties is ensured.

Human Resource

- Provide administrative and clerical support to HR transactions and processes. Prepare, type, photocopy and scan employment-related documentation, such as employment contracts, termination letters, salary technical adjustments letters, materials for staff learning and development events, etc.
- Provide responsive and high-quality service to employees with requests on personnel administration (policies and procedures) and clerical issues.
- Provide support to recruitment process: collecting CVs, setting up tests and interview facilitations, follow up reference check, bridger check, etc.
- Compile documentation and perform data entry and data verification on personnel administration transactions (e.g. track leave balances, staff timesheet, staff overtime etc.).
- Support maintenance of personnel files, compiling and updating employee records (hard and soft copies)
- Share with Juba HR information relating to medical and group personal accident scheme eg share new staff enrollment application form for new staff, dependent additions, medical card status etc.

Logistic and Store Management

- Coordinate with the supply chain team and relevant programming staff on logistics services that meet the pipeline requirements. Help identify challenges in supply chain management and provide recommendations to address those.
- Support the implementation of delivery operations from arrival of goods and to the warehouses and on to the final distribution centers in accordance with CRS and donor regulations and international and local supply chain standards and requirements.
- Collaborate and communicate with the procurement team to ensure they receive timely purchase requisitions with comprehensive specifications, delivery schedules, and other terms and conditions, including for labeling, branding, and marking.
- Provide regular coaching and support to CRS and partner staff and laborers to ensure they have the capacity to implement accurately, consistently, and transparently commodity logistics processes and to abide by security, safety, and health requirements.



- Help coordinate and supervise activities related to commodity receipt, transportation, distribution, and disposal. Liaise with surveyors, C&F agents, the Transport Officer, partners, and other parties to ensure the timely receipts and distribution of goods.
- Maintain updated files with all required logistics documents and ensure all supply chain management activities and movements are fully and accurately documented. Prepare and/or review all reports prior to submission per distribution requirements
- Supports activities related to warehouse maintenance and goods receipt, storage, handling, monitoring, and dispatch. The Warehouse Keeper:
- Supports the maintenance of warehousing/storage facilities by conducting regular inspection and cleaning of facilities.
- Assists the preparation of the warehouse/storage facilities for receiving and dispatch; and assists with loading and offloading activities.
- Helps prepare the necessary documents for receiving, dispatch, damage, loss, and disposal; and files records as per records management procedures.

Administration

- Coordinate and report on activities and required resources to ensure cost efficient and quality service delivery from administrative support functions.
- Help ensure administrative systems, processes, and policies are in line with agency standards and donor and local law regulations.
- Engage with relevant external stakeholders (government officials, landlords, service providers, etc.) on assigned administrative matters and help ensure required authorizations and documents are up-to-date.
- Coordinate the efficient use of CP assets and rented facilities. Help ensure fully compliant procurement of office materials and asset management systems.
- Help identify safety issues and ensuring a safe and sound work environment.
- Coordinate the provision of travel and logistics support and services to staff and visitors. Coordinate event planning activities, including delegation visits, trainings and workshops.

Typical Background, Experience & Requirements:

Education and Experience

- High School Diploma required. Professional diploma/Certificate or courses in Accounting, Finance, Economics, or Business Administration a plus. Courses in accounting, or a qualification in accounting (CPA/ACCA or equivalent) preferred. B.A. degree in Accounting, Finance, Economics, Business Administration highly preferred.
- Minimum of two years accounting experience, preferably with an international or local NGO, or a financial/banking institution.
- Familiarity the relevant public donors' regulations a plus.
- Proficient in Excel and experience with Word and PowerPoint. Knowledge of Insight ERP (Oracle Based) or SunSystems/Q&A Vision Query or financial accounting package or similar financial reporting software a plus.

Personal Skills

- Excellent analytical skills with ability to detect and report inconsistencies



- Accuracy and completeness with great attention to detail
- Ethical conduct in accordance with recognized professional and organizational codes of ethics
- Proactive, resourceful, solutions oriented and results-oriented
- Ability to work collaboratively

Travel Required: 30% travel to the field

Key Working Relationships:

Supervisory: None

Internal: Finance staff, CPs' MQ/PQ Staff (including field staff), Heads of Operations, Field Area Coordinator, Program Manager/Team Leader, Chief of Party, Head of Programming and Country Representative

External: Banks, Financial Service Providers / Cash Transfer Agents, Partners, Donors (WFP Field Office) and Auditors

Agency-wide Competencies (for all CRS Staff):

These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- Trusting Relationships
- Professional Growth
- Partnership
- Accountability



Gender Competency (for all CRS Staff):

- Values Gender Diversity - Recognizes the importance of having a gender diverse team and promotes a safe and inclusive environment for all staff.

Application Submission:

Interested Candidates should submit a **Non-refundable** application letter and CV together with the names of three professional referees not later than **May 27, 2021**.

Address your application letter and CV to. **Human Resource Department, Catholic Relief Services South Sudan program, Juba/Mingkaman/Awerial office OR by Email to. southsudancandidates@crs.org**

- ❖ **Women are strongly encouraged to apply**
- ❖ **Only short-listed candidates will be contacted**

Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

- ❖ ***Equal Opportunity Employer***
- ❖ ***By accepting this job, I understand and acknowledge that CRS requires its staff to treat all people with dignity and respect and to actively prevent harassment, abuse, exploitation, and human trafficking. Further, I understand that if I am a successful candidate, I will be subject to a comprehensive background check, and my personal/professional references will be asked to evaluate my behaviors related to the above safeguarding-related topics.***

