

VACANCY ADVERTISEMENT

Samaritan's Purse is a non-denominational evangelical Christian organization providing spiritual and physical aid to hurting people around the world. Since 1970, Samaritan's Purse has helped meet needs of people who are victims of war, poverty, natural disasters, disease and famine with the purpose of sharing God's love through His Son Jesus Christ.

Vacancy: Finance officer
Reports to: Field Accountant
Duty station: Maiwut
Posting date: June 19th, 2024
Deadline of Application: July 8th, 2024

50-H-3
 Approved by Senior Inspector,
 MOL/BSST

 19/06/2024



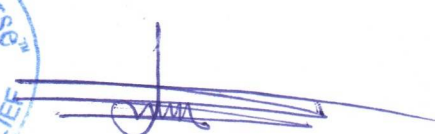
SUMMARY OF THE POSITION

The key responsibility of this position holder shall ensure that the she/he maintains financial systems including planning, control accounting and financial operations, reporting and documents covering accounting transactions for management review. And handles the human resources and administrative roles.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintain detailed records for all financial transactions in an organized and professional manner.
- Perform daily functions including recording all cash, maintain cash ledgers, monitor cash advances and field expense reports, and reconcile cash on hand.
- Provide required weekly reports by specified deadlines to the Field Accountant as assigned.
- Ensure financial/accounting activity is carried out in accordance with Samaritan's Purse's (SP) field accounting policies.
- Review and ensure accuracy of financial transactions for SP field operations based in the region as appropriate (includes vouchers, FERs, Cash Advances, transfers, etc).
- Ensure all cash is reconciled on a daily basis, reporting any over/under to Field Accountant and investigate any over/under situations.
- Maintain close and cooperative working relationships with fellow financial staff and the Finance Manager.
- Provide support to Base Manager and/or Program Managers with regard to financial policies/practices and related areas as required.
- Identify areas for financial and administrative improvement and work to implement feasible improvements.
- Participate in both internal and external Audits
- Follow all procedures provided by Field Accountant, Finance Manager, and Country Director.
- Maintain accuracy in financial records
- Any other duties assigned to.





QUALIFICATIONS:

To perform this job successfully, an individual must maintain a personal relationship with and be a consistent witness for Jesus as well as able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential function.

- Strong character demonstrating biblical aligned with the ministry of Samaritan's Purse
- Strong critical thinking and problem-solving skills is a must
- Ability to cope with stress and manage a heavy workload including an ability to work quickly and a willingness to work longer hours to meet urgent deadlines.
- Ability to communicate pro-actively and initiate a timely follow ups to avoid delays in the procurement processes.
- Strong attention to details as even small mistake can delay the procurement process.
- High flexibility to change and ability to maintain patience through change demonstrating an attitude of teachability and an ability to learn quickly.
- Strong Christian faith and spiritual maturity
- Excellent computer typing skills and strong excel skills with the ability to utilize formulas and develop complex spreadsheets for tracking information
- Strong verbal and written communication in English, any level of Arabic is beneficial
- Strong skills in team building and collaboration

EDUCATION AND EXPERIENCE:

- **Education level:** Degree in Business Administration, Finance and Accounting
- **Required experiences.** Minimum of 2 years in Finance roles with an international organization
- Read and write English.
- Computer skills especially Microsoft excel
- High level of attention to detail good organizational and problem-solving skill.

Samaritan's Purse has "Zero Tolerance approach" to Sexual exploitation and abuse and does not allow any partner supplier subcontractor, agent or any individual engaged by Samaritans Purse to engage in any form of sexual abuse or exploitation against Vulnerable or other adult's associating with its work.

HOW TO APPLY: Address your application to HR department -Samaritan's Purse International Relief, Juba next to Quality hotel in cinema, Addis-Ababa road and submit your hard copy cover letter, **CV of not more than three pages** and Academic documents to HR department not later than **8th July, 2024, 5:00PM.**

Applications can also be sent via email to: recruitSouthSudan@samaritan.org

We do appreciate your interest in working with us. However only shortlisted candidates will be contacted.

