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Approved
Labour Dept

20/1/23



SHIMAHR
CONSULTANTS
Your Human Capital Solutions Partner

Job Title	Finance Officer
Location	Juba
Reporting to	Country Coordinator
Duration of Contract	6 Months/ Possibility of extension
Starting Date	As soon as possible

1. Who we are?

ShimaHr consultants is a Human Resource Consulting and Outsourcing Company that is currently managing the Human resource component of multiple clients in South Sudan and East African regions.

ShimaHr consultants is currently seeking to recruit a Finance Officer for one of her clients that was founded as a regional Developmental and Relief Agency with an emphasis on Mentor-ship Programs aimed at Enriching & Empowering Youth and women with guidance and Knowledge to help them Excel with Ease in life and is focused to achieve these through its wide range of Innovative & Supportive programs and projects in South Sudan.

2. Position Summary

The Finance Officer will be responsible for managing the financial operations of the Organization and ensuring that proper procedures, documentation are maintained in compliance with Donors regulations and organization's financial policies, procedures. He/she will work in collaboration with the project Team, Management as well as other stakeholders. The successful candidate will be a highly-motivated 'self-starter' who has experience in managing the financial operations of the Organization and ensuring that proper procedures, documentation are maintained in compliance with Donors regulations and organization's financial policies, procedures.

3. Responsibilities

- Ensure that all expenditures are conducted and reported in compliance with requirements outlined by the funder and in compliance with organization's policies and procedures;
- Prepare monthly financial reports and other reports as requested;
- Ensure that expense data is properly submitted, and that all expenses are reasonable, allowable, and allocable, and conform to cost principles outlined in funder regulations;
- Ensure that all project funds are secure and accounted for;
- Ensure all supporting documentation is obtained in a timely manner;
- Work with Country Coordinator team to prepare monthly cash plan;
- Make bank withdrawals and payments;
- Prepare wire transfer requests to both the Headquarter and Field Offices.
- Maintain and track supporting documents for audits and verification;
- Maintain petty cash book with proper record on a daily basis;
- Maintain appropriate petty cash record and monthly cash count and reconciliation;
- Prepare monthly reconciliation for all other relevant ledger accounts;
- Communicate and coordinate with regional and home office accounting staff, as delegated by Finance Manager;
- Communicate with relevant staff about updates of organization's finance policies;
- Conduct inventory surprise check on a quarterly basis; and
- In all duties, understand and demonstrate commitment to upholding organizational Core Values.



REQUIREMENTS

Knowledge & Qualification

- Bachelor's degree or internationally recognized professional qualification in Accounting, Finance, administration, or another closely related field including a certified public accountant (CPA) from a recognized learning institution.
- At least three years' experience in finance and accounting, with excellent understanding of finance and accounting-related issues
- Fluency in English language skills (written and spoken)
- Ability to work on a multicultural team and maintain effective (remote) communication with colleagues
- Ability to handle multiple tasks efficiently
- Familiarity with Internet resources and programs such as Excel, Word, and Outlook; knowledge of accounting software. Experience with enterprise resource planning (ERP) software desirable.
- Ability to deliver results and collaborate with team members against tight deadlines

Languages

- Required: English and Arabic languages is added advantage.
- Local Languages (oral and written) is an asset.

IT & Equipment

- Proficient using of Microsoft Office (Word, Excel, Outlook) and file sharing software.

Desirable

- Written and spoken communication skills;
- Interpersonal skills and able to communicate with people at all levels, motivate others and change people's attitudes when necessary;
- Problem-solving and negotiation skills;
- Initiative and the ability to offer new ideas;
- Organizational and planning skills;
- Personal commitment to improving your own knowledge and skills.
- Ability to work under pressure and handle stressful situation;

How to Apply:

Interested candidates should submit their application containing an updated CV, Cover Letter, Reference contacts, Nationality ID, Academic documents & relevant certificates to the Human Resource Department by email to Jobs@shimahr.com with the subject line indicating the job title by 16 :30hrs CAT on 10th February, 2023.

Note; Only shortlisted candidates shall be contacted for interviews, Only South Sudanese nationals are legible for participating and Female Candidates are encouraged to apply.

