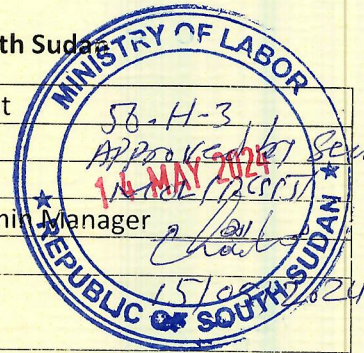


Job Advertisement

Association for Media Development in South Sudan

Job Title	Finance Assistant
Job Opening Date	15 th May 2024
Job Closing Date	12 th June 2024
Reporting line	Finance and Admin Manager
Job Duty Station	Juba



About AMDISS

The Association for Media Development in South Sudan (AMDISS) is a media association based in Juba, South Sudan. It was founded in 2003 by the South Sudanese senior journalists to enhance the capacity of local journalists to report on issues of human rights, good governance and democracy, and to advocate for freedom of the press, freedom of expression and the right to access information.

In 2015, AMDISS established Media Development Institute (MDI) which started offering one-year training in journalism to improve the skills of local journalists and also to help to advocate for the country's media policy framework and media laws. AMDISS conducts training for journalists, media professionals, and media stakeholders.

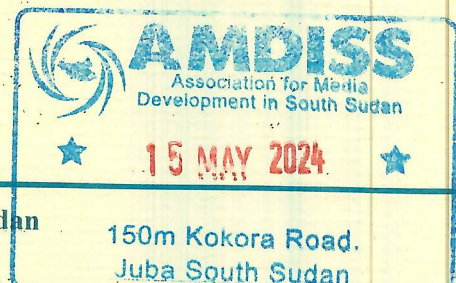
Through its advocacy program, AMDISS seeks to build awareness of respect for freedom of expression, human rights, justice, and the rule of law across South Sudan. It also carries out dialogue forums with media stakeholders.

Overall Objective of the Finance Assistant.

AMDISS is seeking a self-motivated young person to fill the position of Finance Assistant. The Finance Assistant is expected to support the Finance and Admin Manager by carrying out the following duties and responsibilities:

Duties and Responsibilities

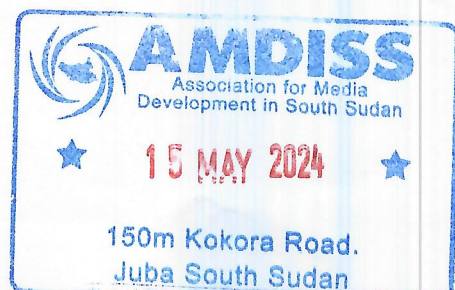
- Update financial spreadsheets with daily transactions and reconciliation of cash/bank.
- Entering financial data into databases and accounting software and ensure payment processing, invoices and financial recorded are maintained.



- Weekly and monthly reporting of income, expenditure, and cash/bank reconciliation to the admin & finance manager.
- Perform monthly cash and bank reconciliation statements and submit to administration and financial manager for review.
- Ensuring that all expenses are properly authorized before payment.
- Ensuring that all payments are prepared in time and in accordance with AMDISS financial policies.
- Carrying out the reconciliation of advance on regular basis giving justification for any pending advances at end month closure.
- Maintain financial filling system in accordance with AMDISS policies and guidelines.
- Providing documentation required for internal and external audit and donors audit when required.
- Ensures all vouchers both petty cash payments, advances and bank payment are properly maintained and file both hard and soft copies monthly.
- Support in preparation of monthly payroll and keep organized records.
- Record accounts payable and accounts receivable in ledger accounts and accounting software.
- Process invoices and follow up with clients, suppliers, and partners for payment processing.
- Provide administrative and financial support to the administration and finance manager during budget preparation.
- Preparing financial statements and reports using accounting principles and techniques and submit to administration and finance manager for review.
- Ensures all tax payments and remittance are remitted to the concern before 15th of every month to avoid penalty.

Please note that this job description may vary depending on the specific needs and priorities of AMDISS and can be subject to change over time.

Qualification & Skills	<ul style="list-style-type: none"> • Diploma in accounting, finance, business administration, or a related field. • Bachelor's degree is an added advantage • At least 3 years intensive working experience in related field • Proficiency in accounting software, strong analytical abilities and robust organization and time management skills.
Personal Characteristics	<ul style="list-style-type: none"> • Person of high integrity • Excellent interpersonal and intercultural skills and ability to interact professionally with vendors, stakeholders, and staff at all levels of the organization; • Skilled at multitasking and prioritizing, working independently with minimal supervision. • Team player • Flexible and adaptable: willing to work irregular hours in accordance with the needs of the role;



	<ul style="list-style-type: none"> • Initiative taker, makes a sound judgment, creates synergy, and manages conflict; and, • Open to learning and sharing knowledge.
How to Apply	Applications (cover letter and updated CV) must be submitted electronically via email to Email: recruit.hr-ss@amdiss.org OR hand delivered to AMDISS's Head Office in Hai Tijarie, Kokora Road. 150m from UNDP Offices Juba South Sudan. Tel: +211 929 807 807
Note	Only shortlisted candidates will be contacted, and applications received after the deadline will not be considered.
This position is open to South Sudanese nationals only. FEMALE applicants are highly encouraged to apply.	

