



## External Advert

Oxfam is an international non-governmental organisation with a mission of working with others to alleviate poverty and injustice. Oxfam has been working in South Sudan since 1983. Our Programmatic Strategy concentrates on saving lives, Resilient Livelihoods, Advancing Gender Justice and Good Governance and Active Citizenship through a full spectrum platform that includes humanitarian response, recovery and resilience, long term development and policy and advocacy. Oxfam currently operates via eleven area offices in nine former states (Upper Nile, Jonglei, Lakes, Eastern Equatoria, Central Equatoria, Western Equatoria and Western Bahr-el-Ghazal, and Northern Bahr el Gazal.

**Position: Roving Finance Officer**  
**Location: Juba-(Roving) South Sudan**  
**Grade & Level: DZ2 National**  
**Contract Type: Fixed Term**  
**Number of post: 1**

**BUDGET RESPONSIBILITY:** None

### **KEY RESPONSIBILITIES:**

**Accounting Management**

5%

- The Roving Finance Officer is responsible for co-ordinating the management of all bank and cash transactions from and to the South Sudan bank accounts to ensure effective implementation of country program activities
- Ensure that payments are approved in accordance with the stipulated organisational guidelines and procedures.
- Ensure that field payments are well captured and recorded in time, for consolidation, timely reporting and submission to the internal and external parties.

**Cash Flow and Bank Reconciliation Management**

10%

- To ensure that both bank and cash records are accurately updated daily, that all cheques and cash received are banked immediately.
- Following up on any bank and cash discrepancies, carrying out reconciliation and informing the country Head of finance of any irregularities thereof.

- Advising the thematic and area program leads of cash requirements and assist in the compilation of field monthly top-up requests for timely submission and field cash delivery.
- Follow up and ensures the timely preparation of relevant field offices bank reconciliations.

**Management of Advances, Floats and Loans** 10%

- Ensure that all field balance sheet accounts are reconciled monthly, and any outstanding issues is addressed as appropriate.
- All recoveries in respect of advances, floats, loans, private phone, mileage etc owed by staff members are appropriately paid or deducted from the salaries on specified dates, as approved.
- Ensure that reviewed, reconciled and signed float, loan and advance registry are uploaded to the internal Oxfam archive on a monthly basis.

**Cash Management** 10%

- Ensures that a complete and accurate record of all petty cash transactions is maintained in the field offices
- Ensures that expenditure of petty cash is fully monitored; and that requests for replenishment are made in a timely manner within the internally agreed dates
- Reviews all field petty cash top up requests by ensuring correct budget coding and compiles them for processing
- Ensure all field petty cash vouchers raised are appropriately approved and filed and uploaded to the box folders as per donor/statutory requirements.
- Follow up with the field offices and ensuring that any cash received is banked within 48 hours.
- Assist Head of finance in reviewing existing field systems and procedures advise on any changes to ensure cost effective operations in the programme.

**Payroll Preparation** 10%

- Together with the Human resource department, reviews the field monthly payroll for accuracy, completeness and ensure that all statutory deductions other relevant deductions are made and remitted on time.
- Ensure that the field costs have been allocated the correct budget coding before uploading to the system.



Payment and invoice Management 20%

- Receives and reviews field payments and ensures that invoices are thoroughly reviewed; invoices are fully supported, confirm compliance to Oxfam/donor procedures etc.
- Ensures that payment vouchers raised are appropriately approved and filed as per donor/statutory requirements.
- Ensures that payments are to be recorded accurately reflecting the correct budget codes and amount paid. All documents uploaded to the accounting system are supported by soft copies that are uploaded to the internal archive folders
- Maintain a log of all cheque payments made including name of suppliers. Assist Country office put in place systems to monitor pending payments with a view of reducing lead time and also production of financial management reports.

Budget 5%

- Assist Finance Manager in supporting and reviewing program budgets and forecasts to ensure they are accurate and in line with set guidelines.
- Assist thematic leads in preparing their project budgets that should assist in feeding to programme budgets.
- Review proposal budgets to be sent to various donors in conformity with their regulations and formats as may be called upon.

Expenditure Coding 5%

- Ensure proper coding of expenses before uploading data to the system.
- Ensure that expenditure is charged to the correct budget codes and counter check with the monthly BMRs for budget availability.

Upload Journals 5%

- Receives and reviews mid and end month field books, prepares and uploads both bank and cash books journals for authorisation and posting by the head of finance.
- Prepare correction journals and recharges by 2nd of every month and ensure all the supporting documents are in place.
- Ensure all expenses are captured in the Oxfam Finance system on time.

Risk Management 15%

- Act as final check to arrest any exposure and manage financial and fraud risk within the organisation that may impact on the various country programmes. This includes



clear understanding of HR, Logistics and Finance Policies to ensure that the payment processing, coding and accounting is correctly done according to policy.

**Training 5%**

- Regular visits to the field locations for staff training and capacity building and identification of any gaps that will need to be addressed

**SKILLS AND COMPETENCIES:**

- A university degree with a specialization in Finance or Accounting.
- Accountancy professional qualification {ACCA or CPA }
- Ability to plan with good organizational skills, including prioritization and ability to work under pressure.
- Team-working skills.
- Good computer skills: Excel, Word, the purchasing system and Helios system
- Good reporting and communication skills

**Knowledge**

- Knowledge of multiple donor funding regulations.
- Good knowledge of financial systems.
- Good written and spoken English.

**Experience**

- Minimum 3 years proven relevant and progressive work experience preferably with INGO.
- Excellent analytical skills particularly from the point of view of cost-effective financial management.
- Multi-tasking and higher efficiency, Attention to details.
- Proven experience of management of suppliers / contracts and financial systems.
- Initiative and ability to follow up on issues.
- Flexibility under pressure and in response to changing needs.

**Organizational Values**



**Accountability** – Our purpose-driven, results-focused approach means we take responsibility

for our actions and hold ourselves accountable. We believe that others should also be held

accountable for their actions.

**Empowerment** – Our approach means that everyone involved with Oxfam, from our staff and

supporters to people living in poverty, should feel they can make change happen.

**Inclusiveness** – We are open to everyone and embrace diversity. We believe everyone has a

contribution to make, regardless of visible and invisible differences.

**Deadline for submission of applications is 04 October 2022. Interested Applicants should send soft copies of their CVs and Cover letters to [Hrsouthsudan@oxfam.org.uk](mailto:Hrsouthsudan@oxfam.org.uk) or drop hard copies of their CVs to Oxfam Office in Juba opposite Dr. John Garang International School.**

**NB: This position is open to all South Sudanese Nationals and Female candidates are strongly encouraged to apply.**

*Oxfam is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. We will do everything possible to ensure that only those that are suitable to work within our values are recruited to work for us. This post is subject to a range of vetting checks.*

