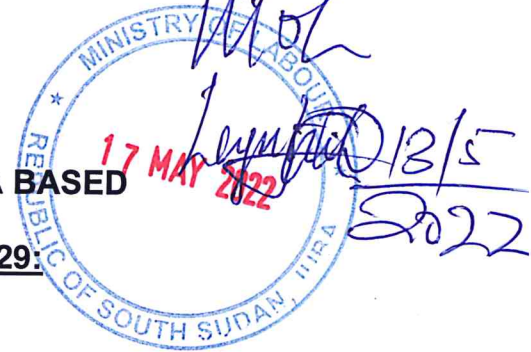




JOB ADVERTISEMENT

FINANCE ASSISTANT (1 POST)-JUBA BASED

VACANCY REF NO. MALS1754529



Organisational background

Established in 2003, Malaria Consortium is one of the world's leading non-profit organisations specialising in the comprehensive prevention, control, and treatment of malaria and other communicable diseases among vulnerable and under privileged populations. Malaria Consortium work on malaria is being increasingly integrated with other similar public health interventions for greater impact and therefore expanding our remit to include maternal, new-born and child health and neglected tropical disease interventions.

We work in Africa and Asia with communities, governments, academic institutions, and local and international organisations, to ensure effective delivery of services, which are supported by strong evidence.

Our areas of expertise include:

- disease prevention, diagnosis and treatment
- disease control and elimination
- systems strengthening
- research, monitoring and evaluation leading to best practice
- behaviour change communication
- national and international advocacy and policy development

Country and project background

Malaria Consortium began activities in South Sudan in 2005, its main office is in Juba and sub offices in Aweil, Northern Bar el Ghazel, Jonglei and Upper Nile. Its programme areas include Integrated Community Case Management (ICCM), Boma Health Initiative, Nutrition for children under five years of age, health systems management, and LLIN mass distribution. We also work with the MoH on policy and guideline development. These programs are currently funded by UNICEF, Health Pooled Fund(HPF) and Global Fund.

The Health Pooled Fund is a consolidation of funding from the British Government's Department for International Development (DFID), the Government of Canada, the European Union, the Swedish International Development and Cooperation Agency (SIDA), and the United States Agency for International Development (USAID) and aims to support the Government of South Sudan in reducing maternal and infant



mortality, ensuring universal coverage, and improving the overall health status as well as the quality of life of the South Sudanese population.

The Health Pooled Fund is based on a county model, whereby support is provided to the county health departments for the delivery of Primary Health Care services, health system strengthening and strengthening of community ownership.

The Essential Health Services Project (EHSP) is funded by UNICEF and aims to support the Government of South Sudan in reducing maternal and infant mortality through the delivery of low cost, high impact essential health services to about 2 million of the population living in the former Upper Nile and Jonglei States. The EHSP is based on a county model, whereby support is provided to the county health departments for the delivery of Primary Health Care services, health system strengthening and strengthening of community ownership.

Malaria Consortium Seeks to Recruit: -

Job Title: Finance Assistant
Location: Juba
Department: Finance
Reports To: Country Finance Manager
Direct Reports: None
Indirect Reports: None
Travel involved: None
Contract Period: 6 months
Closing date: 5th June 2022 at 5:30 PM



Job purpose

The Finance Assistant will support all financial aspects of Juba Operations, ensuring transparency and accountability of financial transactions.

Scope of role

The role will be responsible for processing payments, as well as reviewing and validating any supporting documentation, ensuring compliance with Malaria Consortium's policies and processes. It will also involve finance-related monitoring and reporting for the Malaria Consortium Juba office.

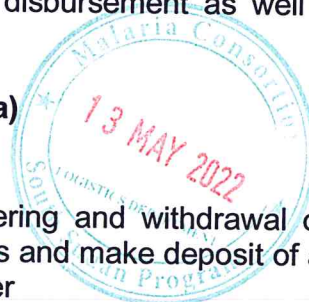
Key working relationships

The Finance Assistant reports to the Country Finance Manager, they will interact with the Senior Finance Officer & Finance Mgt Accountant to provide a full service to the Juba and Aweil Office for cash disbursement and settlement and recording of related transactions. This role also involves interaction with all staff for cash disbursement as well as MC suppliers.

Key accountabilities (percent of time spent on each area)

1. Finance work (30%)

- Support the finance section as a cashier by delivering and withdrawal of open cheques, take collections after issuing proper receipts and make deposit of all cash collections in a timely, honest and trust worthy manner



- Safeguarding the organisation resources by scrutinizing payment requests and advising the Senior Finance officer of any issues
- Advising the finance team on the arising financial matters and sharing areas of concern suggesting solutions
- Arrange for timely bank transfers to the field offices, check approval by budget holders and ensure proper accounting of transfers & documentation.

2. Suppliers Invoice (25%)

- Prepare cheques/cash & bank online payments and obtain approval by the authorised MC personnel for processing.
- Post payments onto PSF general ledger with guidance from the CFM or senior finance officer.
- Manage and ensure that supplier payments are processed to avoid unnecessary issues arising.

3. Petty Cash (15%)

- In charge of keeping petty cash using imprest record, making requisitions and reviewing issues as approved by authorised MC personnel
- Count Petty Cash on a monthly basis with Senior Finance Officer & Country Finance Manager
- Post into General ledger all petty cash vouchers with guidance from Senior finance officer

4. Operations related work (30%)

- Be responsible for issuing travel advances to project managers, consultants and/or any other staff travels and reconciliation of the same on return and chasing up for trip reports.
- Assist in issuing payments to trainers, facilitators and consultants both in-house and in the field when there is staff shortage.
- In charge of archiving all finance documents and ensuring that they are in safe custody and easily accessible by the finance team during reviews and audits.
- Support finance team during audits & finance reviews.

Person specification

Qualifications and experience:

Essential:

- Bachelor's Degree in Accounting or similar relevant qualification
- Experience of at least 1 year working in a similar finance/accounting position
- Working knowledge of accounting software

Desirable:

- Knowledge of the NGO and/or public health sector
- Working knowledge of PS Financial

Work-based skills:

Essential:

- Excellent interpersonal and communication skills
- Attention to detail
- Good analytical skills



- Computer literate with high proficiency in Microsoft Excel
- Flexible in approach to tasks and working hours

Desirable:

- Ability to speak and understand English
- Good excel and other software skills



Application Submission Criteria:

To Apply please visit our website and submit your cover letter and CV.

<https://malariaconsortium.current-vacancies.com/Jobs/Advert/>

This Position is open to only Qualified South Sudanese. Female candidates are encouraged to apply.

We appreciate your application however, only short listed candidates will be contacted. If you have not been contacted within two weeks of the closing date, we regret that your application has been unsuccessful. Please continue, however, to periodically review our website for other suitable opportunities. Thank you for your interest in Malaria Consortium.

This role is conditional of Malaria Consortium securing funding for this role.

We need to keep beneficiaries safe so our selection process reflects our commitment to safeguarding., Malaria Consortium has a zero tolerance approach to Abuse and exploitation of children and vulnerable Adults both within and outside the work place.

Applicants are therefore required to read Malaria Consortium safeguarding policy and the code of Conduct before applying for this role. This is attached to the advert online.

