



Vacancy announcement



Malteser International, the worldwide relief agency of the Order of Malta for humanitarian aid, with over 100 projects annually some 25 countries throughout Africa, Asia and the Americas for people in need, regardless of their religion, origin or political affiliation. Its mission is to provide emergency relief as well as to implement rehabilitation measures and to facilitate the link between emergency relief and sustainable development. Christian values and the humanitarian principles of impartiality and independence form the basis of its work in the following areas: Relief, Reconstruction & Rehabilitation; Health & Nutrition; Water, Sanitation & Hygiene (WASH); Livelihood & Social Programs and Disaster Risk Reduction.

Malteser International has been working in South Sudan since 1996, implementing projects in WASH, Food Security and Livelihoods. Malteser International is an active recognized member of the Humanitarian community addressing the needs of the most vulnerable and affected population.

Malteser International is seeking for a young, motivated candidate to fill the position of **Finance Officer** to be based in Juba Coordination office, under the supervision of the **Country Operations Coordinator**.

Job Title	: Finance Officer (National Position).
Job Location	: Juba
Report to	: Country Operations Coordinator
No. of Position	: One (1)
Starting date	: As soon as possible
Deadline	: 16th February 2024

Overall Responsibility:

The Finance Officer is responsible for ensuring the smooth financial operations of the Programme Office in Juba, South Sudan, and works closely to provide support to the finance field team.

Key Tasks and duties:

Finance and Accounting (90%)

- ✓ Check and manage payments (supplier, working/salary advances etc.) to vendors, programme/other staffs, verify expense receipts/invoices according to Malteser advance/payment regulations.
- ✓ Responsible for bank transactions, handle booking of all expenses in 2 cashbooks: JUB06/JUB07. Using online banking, maintain overview of project funds at hand through proper tracking of bank balances and field transfers. Inform Senior Finance & Operations Coordinator about bank balance on weekly basis.



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- ✓ Manage field transfers (cash drop and bank) to all MI field locations. Coordinate with bank to avoid or mitigate related challenges related to transfers i.e. delays, supply of very old/tone bank notes, supply according to requests from MI field colleagues and timely submission of bank re-imburement invoices.
- ✓ Participate in audit, ensure all payments are in compliance with available MI/donor guidelines to be audit prepared. Ensure all documents for interim and final financial reports for donors and auditors are made available, including necessary staff data, rental contracts, service contracts etc.
- ✓ Check and where necessary correct coding on vouchers, ensure accurate/timely entering of data in Malteser International accounting system – Fundtrac Light as stipulated in the finance guidelines, cooperate, and communicate with Regional Support Unit.
- ✓ Ensure complete and accurate monthly accountancy is scanned and saved on the server. File hardcopies by month and prepare for transportation to MI Kampala regional office whenever necessary.
- ✓ Ensure timely annual, quarterly, and monthly accountancy closure (e.g., cash books, receipts, cash count protocol and all related documentations for annual closure). Sort and file receipts after monthly closure into project folders.
- ✓ Assist in preparation of staff salaries, ensure compliance to all statutory requirements related to payments, ensure timely remittance of monthly taxes and accurate computation of benefits. In collaboration with the HR Manager, responsible for computing, verifying and paying all staff benefits at end of contract.
- ✓ In coordination with the Finance Officer, conduct field audit during activities such as trainings, payment of community participants and ensure field payments are done according to MI/donor guidelines.
- ✓ In coordination with the COC, participate in the bid opening and supplier selection ceremony with the other MI responsible team members, report any irregularity in the procurement process where applicable.
- ✓ Act as MI Juba bank Agent, manage relationship with the banks and ensure regular/timely collection of bank statements, correspondences, and all related documents. Manage inquiries with MI bankers in Juba.
- ✓ Assist in any further finance related task assigned by supervisor, take up delegated tasks during departmental staff absence/leaves.
- ✓ Must stay compliant and report immediately to line management and/or headquarters any irregularities on financial procedures, PSEA and any form of misconducted as stipulated in the MI code of conduct.

Representation and coordination (5%)

- ✓ Maintain confidentiality towards third parties of all office (financial) procedures and data.



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- ✓ Liaise with HQ regarding technical finance issues.

Other tasks and responsibilities (5%)

- ✓ Adhere and respect Malteser International guidelines and code of conduct.
- ✓ Participate in office work with colleagues as a good team player.
- ✓ Be an active role model towards population, by adhering to a healthy personal behavior and lifestyle.
- ✓ Maintain a “client-friendly” atmosphere, that is non-judgmental and supportive attitude towards colleagues and beneficiaries regardless of their background.
- ✓ Carry out all additional tasks in accordance with the Programme needs as requested by the COC.

Qualifications & Experience:

- ✚ Bachelor’s degree in business, Finance, Accounting, or related field.
- ✚ A minimum of 2-3 years of progressively responsible and previous work experience in finance or Accounting.
- ✚ Computer literacy with Strong computer skills particularly in (MS Office, Excel, Word and Accounting software).
- ✚ Able to work independently and with great integrity & honesty.
- ✚ Commitment to abide by MI SSD Financial policies and values.
- ✚ Ability to work as a team
- ✚ Excellent interpersonal skills.

How to apply:

- ✚ Interested qualified South Sudanese national who met the above requirements should submit their applications by email addressed to; mb.hr-southsudan@malteser-international.org
- ✚ Hard copies of application, CV, with relevant scan copies of certificates, salary expectation with three professional references can be dropped at the reception of:

Malteser International

South Sudan Coordination Office

Plot No. 246 Block 3k South, 2nd Class - Behind Indian Embassy, Tong Ping

Juba, South Sudan

- ✚ Please indicate the job title in the email subject line.
- ✚ The deadline for application is on **February 16, 2024, at 4:00 p.m.**
- ✚ No phone calls.
- ✚ Only short-listed candidates will be notified for personal interview.

