



GLOBAL COMMUNITY AID  
GCA  
SOUTH SUDAN

GCA SOUTH SUDAN PROGRAM

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## Job Advertisement

Global Community Aid (GCA) South Sudan is a national non-profit organization working towards building Communities resilience and Promote peaceful inclusive societies for sustainable development in South Sudan.

GCA South Sudan was founded in 2015 as Community Based Organization (CBO), and Registered in 2019 by Relief and Rehabilitation Commission (RRC) under the South Sudan NGOs Act 2016 with registration number **2137**, Global Community Aid (GCA) South Sudan programs in South Sudan in areas of; Education, Food Security and Livelihood (FSL), Health and Nutrition, Protection, WASH, Youth development and Women empowerment

GCA is currently implementing Save the children funded Emergency Food Response and Livelihood Support (EFRLS) and wishes to recruit a highly competent, proactive and self-driven individual (South Sudanese), for the position of field finance assistant based in Kajokeji, Central Equatoria State. The contract for this position is three (3) Definite Contract with possibility of extension based on funding and satisfactory performance.

**Job title:** Field finance assistant

**Number of position:** 1

**Duty Station:** Kajokeji

**Report to:** Finance Manager

**Starting date for submit ion of the application:** 26<sup>th</sup>, June ,2023

**Contract:** 3 months with the possibility of extension

**Deadline;** 18<sup>th</sup>, July ,2023



### **Purpose of the Position:**

The field finance assistant is responsible for the implementation of Save the Children funded LRPF project activities. The responsibilities include helps the finance officer with the administrative and financial tasks, including invoicing, budgeting drafting, issuing purchase orders and implementing and managing procurement process. They are also responsible for writing monthly reports and filing the field organization's taxes

All responsibilities and reporting must be carried out in accordance with GCA policies and the delegation of authority.

### **Duties and Responsibilities:**

- Record project transactions in QuickBooks, utilizing the correct charge of code and monitoring alignment of budgeted activities.
- Ensure that all payment adhere to LRPF policies and procedures.
- Review all payment vouchers before they are presented to the area manager/designate for approval.
- Consolidate template for posting of General Journal vouchers and send to finance officer reporting for posting on weekly basis.
- Payment of all statutory obligations including taxes like PITET etc.
- Cash- Management- Verify the cash in bank, prepare cash forecast and ensure adequate cash is available for planned activities.
- Managing advances, prepayments, and receivables through follow up on delinquent liquidation and reconciliation of account.
- Involvement in the production of quarterly cash forecasts.
- Making payments to vendors and all service providers.
- Review all transaction to ensure that proper approvals and authorization have been done.
- Ensure the project is managed and replenished in accordance with GCA cash management procedures.
- Assist the project manager to respond to the country office requests.
- From time to time perform any other duties as maybe assigned by Grants and finance office and management.

### **Desired Qualifications Skills Experience:**





- Advanced Diploma in or BBA Accounting and Finance or equivalent professional certification in Accounting strongly preferred or equivalent experience.
- Minimum of three (3) years of experience in a similar position.
- Extremely detailed oriented and organized.
- Proficiency in using Computerized Accounting soft wares like Quick books, Tally AND sage
- Proven training and facilitation skills
- Strong interpersonal skills and excellent organizational skills
- Good reporting writing skills.
- At least have worked with an NGO in the similar position.
- Ability to multitask,
- Strong interpersonal and excellent organizational skills.
- Good Computer Skills.
- Good communication (Written and oral) skills.
- Three (3) years of practical experience in implementation of NGO funded projects.
- Detailed understanding of quality standards for asset creation and activities implementation.

GCA South Sudan is an Equal Opportunity employer. In making employment decisions it does not discriminate on the basis of gender, ethnicity, disability, religion or political affiliation.

Qualified female candidates are highly encouraged to apply.

Soft Copies of birth certificate/assessment of age, nationality as well as three professional referees and copies of academic credentials should be submitted to [hrgcasd@gmail.com](mailto:hrgcasd@gmail.com).

Hard copy application and CV/Resume and the academic documents can also be delivered to the GCA office in Nyakuron east opposite Yei market Head Office, Juba South Sudan or to Relief and Rehabilitation Commission office in Kajokeji.

Applications submitted after 1 2:00 noon Tuesday 18<sup>th</sup>, July ,2023 will not be considered.an

NB: Submitted copies of documents transcripts will NOT be returned to the applicant.  
Only Shortlisted candidates will be contacted,

