

CARE SOUTH SUDAN

CARE South Sudan is an International NGO working in South Sudan. CARE and its partners work with vulnerable communities to address the underlying causes of poverty and promote peace and development, through its strategic goal to reduce poverty by empowering women, enhancing access to resources and services, and improving governance.

Position:	Finance and Admin Officer
Department:	Operation
Location:	Akobo
Reports to:	Project Manager
Advert status:	External Advert

JOB SUMMARY

The Finance and Admin Officer oversees managing the daily Finance and administrative tasks on the Program site. He /She executes daily financial, administrative, logistics and HR support to enable the program site to deliver its mandate efficiently and effectively. The holder will also be expected to use initiative in problem solving and help in project activities when requested to do so.

The position will specifically be tasked with review of liquidation documents received from project teams, proper cash management in Akobo Field office, ensure AR recording in PeopleSoft Financial System and all vendors related transactions are carried out accurately.

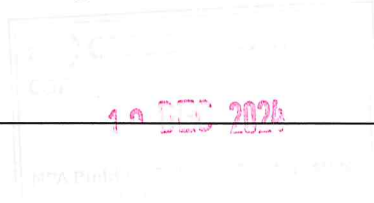
This position requires a proactive, flexible, problem-solving individual with the ability to offer structured guidance, with excellent analytical skills and the ability to work effectively under time pressure.

The Finance and Admin Officer will be required to foster an environment supporting values of both women and men, equal access to information, promotion based on performance objectives and respect for beneficiaries, CARE Staff and related parties regardless of gender, sex, disability, religion or cultures. The Roving Finance and Supply Chain Officer will promote and uphold the CARE PSHEA policy and procedures

Roles & Responsibilities

RI: Finance and Administration.

- Support recording of program site financial transactions according to instructions of the Finance Lead, project management procedures and CARE accounting procedures, into PeopleSoft system and identify and address any bottlenecks in processing.
- Support to ensure all financial transactions of the program site are done according to donor and CARE authorizations and procedures, especially the procurement regulations.



- Manages project finance activities and schedules to meet the financial reporting requirements and deadlines specified by SSDNI and SSC by reviewing and recording all liquidations in PS before 30th of each month.
- Closely monitors all financial activities and keeps the accounts Manager advised of all situations which have the potential for a negative impact on internal controls or financial performance.
- Enforces internal control policies and procedures.
- Maintains current knowledge of local government requirements related to financial matters and ensures compliance with tax regulations and other legal requirements.
- Develops and implements a training program for the project's finance staff.
- Share field monthly forecast with senior Finance officer before 20th of each month.
- Share approved cash request and breakdown with Juba finance tea before 30th of each month.
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- Supervises the preparation of Cash Transfer Requests for all program sites and ensures that appropriate cash balances are maintained to facilitate project implementation.
- Ensures quality review of field liquidations and timely submission to SSC Accountants for vouchers procession. For the off-line locations
- Share all guest house income reports with Juba finance team monthly and ensure up to date tracker is maintained.
- Support to upload journals for reclasses and other expenses in people soft.
- Share weekly cash counts reports and file the signed in both Hard and scanned copies.
- Ensure all signed list for payroll and incentives are shared back with senior Finance officer and copies are properly filed, and scanned copies uploaded on OneDrive.
- Oversee management of program site program site and supplier payment in the program site.

R2. Assets and property Management

- Manage CARE South Sudan's assets; Ensure annual physical verification procedure are followed.
- Ensure Property Receipts are maintained, and all the assets are tagged timely and recorded into the Program Site register.
- Monitor any required maintenance, replacement, or disposal of assets in collaboration with the Head of Department.
- Ensure documentation of assets on acquisition, transfer, and disposal is properly completed for approval.
- Ensure compliance to assets management policies and procedures and advise management for replacement of equipment.
- Ensure all staff are aware of procedures and follow them.
- Support assessments and creation of implementation plans for program site Disaster Response needs and assure appropriate use of logistics resources for all activities.
- Ensure all logistics reports and information as required by the organization are submitted on time.
- Ensuring storage facilities secured are of the right capacity and standard with the right furnishing.
- Seeing to it that storage items are accounted for and documented; accordingly, logistics staff use up-to- date forms for receiving and despatching good and that General Receipt Notes (GRN) are done on time and filed accordingly.
- Maintaining logistics records and ensure sharing of accurate and regular information with Program teams.
- Ensure there are updated inventory records and provides quarterly reports on inventory, stock levels and distribution records. Organizes and supervises the physical stock taking of inventories.
- From time-to-time undertaking spot checking of storage facilities for compliance purposes.
- Ensure efficient inventory management systems are in place and ensure that all procured items are accounted for, and quality/quantity controlled in stock reports and asset inventory management systems.



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R3. HR Administration

- Maintain an attendance and absence register for the Program site,
- Support the various recruitment processes like downloading CV & long listing, administering written and oral interviews held in the program site area.
- Support HR officer to follow up staff on monthly CO PAR bookings within the specified time.
- Support the HR officer in orientation processes of new staff and deployment.
- Work with the HR Officer to organise events and staff meeting and seminars at Program site level.

R4. Archiving and Audit

- Ensure proper filing for all transactions are in place and share all signed paid lists with Juba Finance team for Online storage.
- Participate and avail all Audit documents when asked.

Required Qualifications

- Minimum Qualification required: University Degree in Business Administration or related subject area. Financial skills required.
- Minimum of 4-5 years of working experience and demonstrated practical skills in similar role.
- At least 3-4 years relevant working experience preferably in an INGO
- Strong understanding of finance and HR functions
- Budgeting & payroll administration
- Proven experience in any of the following areas;
 - People management
 - HR systems
 - Financial processes and procedures
 - Implementing corporate structures, policies and procedures
 - Proven experience in administration/ office management
- Fluency in English and ability to speak the simple Arabic
- Proven financial accounting and analytical skills
- Adequate skill in Microsoft Excel and basic Word and Outlook
- Organised and methodical with good attention to details
- Good written and verbal communication
- Ability to communicate confidently and comfortably about own personal faith
- Leadership & administrative skills
- Good coordination, communication, and community facilitation skills
- Influencing and negotiation skills, with a demonstrated capacity to balance flexibility and tenacity
- Good information management skills
- Good written and verbal communication skills in English,
- Flexible work attitude to manage multiple priorities
- Respecting and valuing diversity
- Training skills, coaching and mentoring people
- computer literate in financial management software

Desirable:

- CPA/ACCA or level two is desired.
- certification in accounting and/or Management added advantage or Masters
- Skills in accounting software



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HOW TO APPLY

The position will be based in Akobo. This position is **ONLY open to South Sudanese Nationals**. Opening Date 10th December 2024 and Closing date CARE South Sudan receiving application will be 2nd January 2025.

Applications and CVs should be delivered to: jobs.southsudan@care.org Or Hand delivery to Save The Children Office in Akobo.

NB:

- Applications once received are not returnable
- Female Candidates are Highly encouraged to Apply
- Due to the urgency of the position, applications submitted will be shortlisted on a rolling basis, should there be suitable candidates, and the position may be filled before the deadline for applications.

Only short-listed candidates will be notified.

Attention!!!

CARE South Sudan has a ZERO TOLERANCE approach to any abuse to, sexual harassment of or exploitation of a vulnerable adult or child by any of our staff, representatives, or partners. CARESS expects all staff to share this commitment through our Safeguarding Policy and our Code of Conduct. They are responsible for ensuring they understand and work within the remit of these policies throughout their time while at CARE.

CARE is an Equal Opportunity Employer, promoting gender, equity and diversity and women candidates are strongly encouraged to apply.

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