

Advertisement

Job Description

(Job Title) Finance & Admin Officer.

(Job Location) Aweil

Background

Malaria Consortium (MC) is a British registered charity (www.malariaconsortium.org) specialising in communicable disease control programmes. Malaria Consortium's mission is to implement high quality technically sound communicable disease control programmes at scale. In Southern Sudan MC provides support to the Ministry of Health (MoH) of the Republic of South Sudan (RoSS). This includes high level technical support for the development of policies, guidelines, and strategies. It also includes capacity building work to strengthen quality of care of government staff in health facilities. In the coming year this work will extend to community based programmes. Our current programmes are focussed on control of Malaria and Neglected Tropical Diseases (NTDs).

General Description of the Role:

The Finance Assistant is responsible for all financial work in the Aweil office. He/she will also maintain accurate filing and carry out other administrative duties as required.

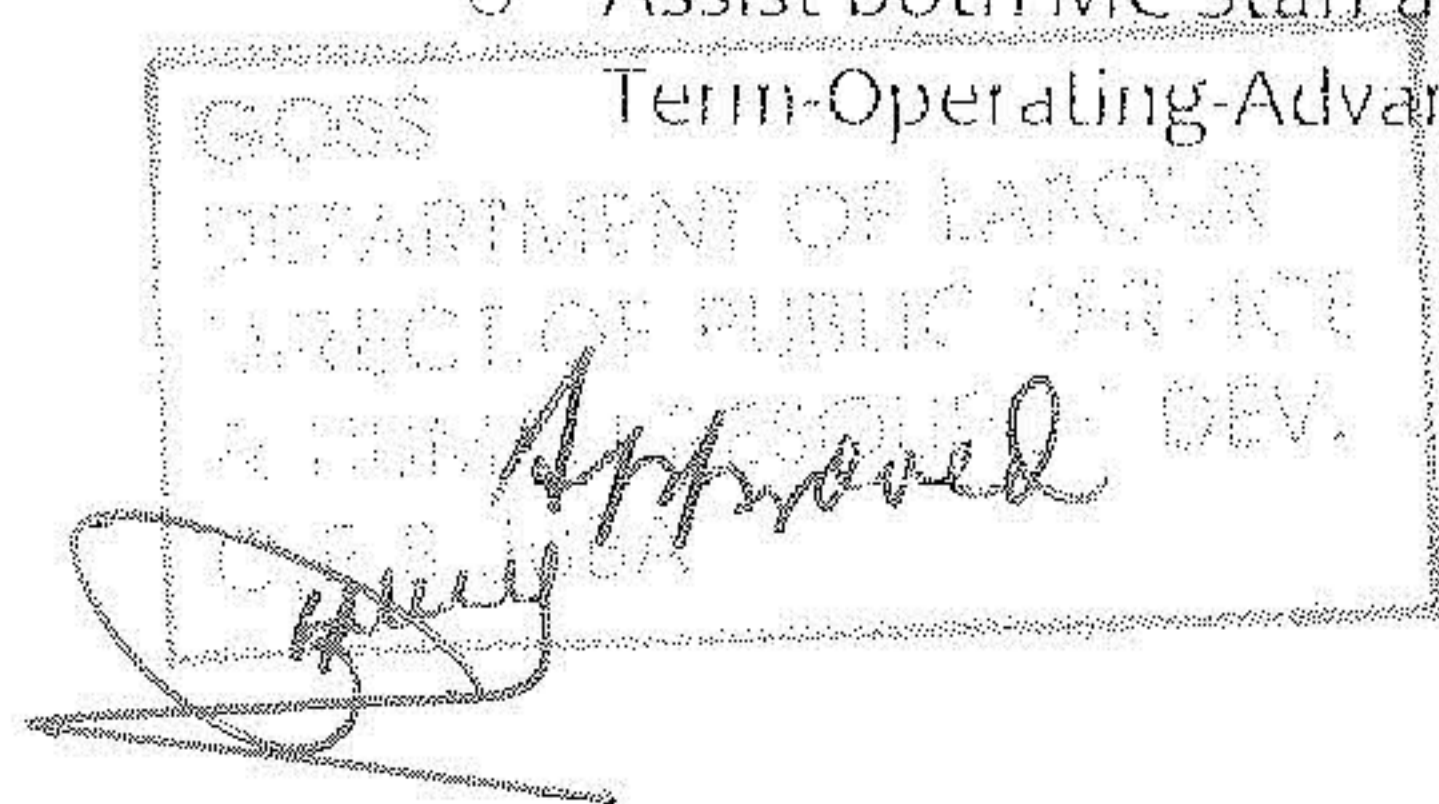
Supervisor:

Programme Coordinator Aweil and Finance Manager Juba

Key Areas of Responsibility:

Finance:

- Oversee finance related matters of MC Aweil with the guidance of Head of Base
- Facilitate bank withdrawals, deposits, activity advances and liquidation
- Monitor Bank balance and advise Juba when transfer is needed on time
- Prepare bank reconciliations on a monthly basis
- Update cash books on a daily basis for all projects and submit to Juba after review is done by Head of base at the end of each month.
- PETTY CASH. Keep petty cash using impress record, making requisitions and issues as approved by an authorized Malaria Consortium personnel
- Handle cash disbursements for workshops and conferences as directed by the Programme Coordinator/
- Assist in issuing payments to trainers, facilitators and consultants both in-house and in the field when possible.
- Oversee completion of the daily time sheets and prepare the monthly summary timesheets and Payroll.
- Assist the Logistician with Stocktaking Records and Asset Management, particularly cameras, Thurayas, charging cords, extra batteries, and computer cables, keeping them charged and ready for use.
- Assist both MC Staff and Programme Coordinator with the preparation of Short-Term-Operating-Advance and – Liquidation documents.



- Assist both MC Staff and Programme Coordinator with the preparation of Travel Advance Requests and Liquidation.
- Post all financial transactions in the MC Database, as directed by the Programme Coordinator

Administration:

- Ensure that all filing across departments is maintained accurately and updated regularly
- Provide regular feedback to HR Manager in Juba on staff details, contract status and any other information requested.
- Provide regular feedback to HR Juba on any staff issues arising in Aweil.
- Keep track of staff medical expenses and send regular reports back to Juba on this
- With the Logistics Officer ensure a minimum stock of office supplies is available and where possible provide logistical support for meetings, trainings and field visits etc.
- As one member of the MC Aweil Office Team, participate in the regular Team Meetings
- Assist with other activities as needed or requested for the good functioning of the Office and Programme activities in NBeG.

Communication:

- Receive and transfer telephone calls to MC Office phones when in the office, assuring that the phones have power and credit
- Maintain an up-to-date Contact List for MC Sudan and GOSS, UN and NGO offices in NBeG.

Supervision: Area Coordinator

Person Specification

Qualifications:

Essential:

- Diploma or Bachelor degree in relevant subject


Desirable:

- Studying for a recognised accounting qualification, ACA, ACCA, AAT or CIMA.
- Working knowledge of accounting software

Work Based Skills and Competencies:

Essential:

- Strong ability to be able to manage and prioritise multiple tasks

Approved


Desirable:

- Good attention to detail
- Computer skills with proficiency in Microsoft excel
- Good interpersonal and communication skills

Female applicants who meet the above requirements are strongly encouraged to apply.

Package: competitive NGO Salary & benefits

Contract duration: 1 year with (three (3) months probation period)

Contact details: CVs can be handed into Malaria Consortium Office, plot 367, Block 3-K South, First Class residential Juba, or emailed to M.Tony@malariaconsortium.org

Applications deadline: Friday 16th September 2011

Only successful applicants will be contacted for an interview. Please if you did not hear from us consider your application unsuccessful.

Approved
APPROVED
Malaria Consortium
Juba
16/09/2011