

Dear all,

VSO International is the world's leading independent international development organization that works through volunteers to fight poverty in developing countries. VSO's high-impact approach involves bringing people together to share skills, build capabilities, promote international understanding and action, and change lives to make the world a fairer place for all. VSO's programs in South Sudan includes:

1- Education

2- Health

3- Gender and Civil Society

VSO is seeking applicants for the below position

Job Title: Finance and Grants Officer

Responsible to: Finance Manager

Liaises with: Deputy Country Director, Senior Programme Managers, Programme Support Officers and Logistics/Admin teams

Purpose of Post: General provision of the finance administration and budget support to the VSO programme (staff, volunteers and partners). Be an active and participatory member of the Finance Team.

Anticipated starting salary: Grade 4 Pint 1 with gross salary of 1729 SSP per month plus attractive benefit package

Summary of Duties:

- Participate in the budget preparations and revision process
- Make payments (cash and cheque payments) and enter vouchers
- Preparation of monthly payroll, and payments of tax, Social Security Fund on monthly basis
- Volunteers payments – allowances, rental payments, and any loans or hardship payments
- Enter Head Office transactions into SUN monthly
- Prepare monthly cash and bank reconciliation, petty cash count and month end reports
- Assist with the management of all the VSO South Sudan external project funds
- Liaise with budget holders and assist with the restricted fund management, including the preparation of management reports and financial reports for donors.
- Manage the dispersals and returns of any agreed small-grant funds to partners as approved by Programme Managers

Summary of Essential Skills and Experience:

- Finance experience: 3 years of more working with government or non-governmental organizations demonstrating excellent planning and financial management skills
- Educational Qualification: Diploma in Accounting or business administration
- Liaison with external organizations
- Financial Information management
- Customer care
- IT proficiency

For a full job description and personal specification, and for instructions on how to apply for the positions, please e-mail to vsosouthsudan@gmail.com .

Please note that VSO requires an application form to be completed and CVs sent without the application form will not be considered

VSO strives to be an equal opportunities employer and particularly welcomes female applicants, applications from people with disabilities, HIV positive people, or those who face disadvantage.

THE CLOSING DATE FOR APPLICATIONS IS FRIDAY 9TH MARCH 2012 AT 5PM.

Further information on VSO can be found at www.vsointernational.org

Please help circulating this advert widely

Emmanuel Kenneth Duku

Logistics Officer

VSO International

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