

VACCANY ANNOUNCEMENT

About Coalition for Humanity

Coalition for Humanity (CH) is humanitarian and development organisation with experience in implementing humanitarian and development/resilience projects in South Sudan. We focus on Food Security and Livelihoods (FSL), Water, Sanitation and Hygiene (WASH; Gender Based Violence (GBV) General Protection (GP), health and nutrition. Coalition for Humanity has experience in integrating projects, forming a nexus across sectors in order to leverage on resources. We consider Protection/GBV, Housing, land and property rights (HLP), peacebuilding and conflict transformation as cross cutting issues. We have successfully integrated these in WASH, FSL, Nonfood items, Health and Nutrition. CH has its headquarters in Juba but with presence in Upper Nile, Unity and Central Equatoria States. Our ultimate goal is to reach out to people across the entire country South Sudan. , Coalition for Humanity is committed to working with communities to build their resilience as well as to nurture the capacity of locals in delivering holistic and local context specific responses.

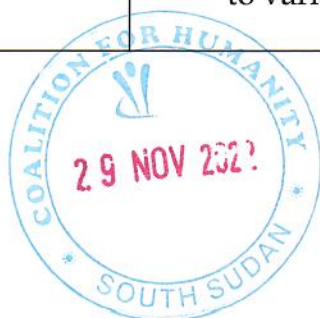
Coalition for Humanity is therefore, seeking to qualified and suitable candidates for the below position.

Job specification	
Job title	Finance Assistant
Number of Position	1
Job location	Juba- with visits to the Project sites
Job Graded	Based on CH's Job Grades
Contract type/	1 year with possibility of extension
Reporting to	Finance and Procurement Manager
Job Purpose	Coalition for Humanity is looking for a dynamic, self-starter and enthusiastic team member to join our finance team. The Finance Assistant under supervision of Finance & Procurement Manager will support Finance function in overseeing assigned aspects of financial management, including financial systems implementation, budgeting, expenditure tracking, and financial reporting and accounting. The Finance Assistant under the guidance of the Finance and Procurement Manager will establish and maintain sound financial management practices, and ensure the project's compliance with procedures, rules and regulations

MINISTRY OF LABOR
29 NOV 2022
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MOL
Approved
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COALITION FOR HUMANITY
SOUTH SUDAN
29 NOV 2022

<p>Key Duties and Responsibilities</p>	<ul style="list-style-type: none"> • Participate in annual financial budget preparation, monitor expenditures and variances and proactively update income and expenses projections. • Prepare financial spreadsheets to track daily expenses • Monitor cash balances at all times to ensure adequate reserves. • Review weekly field activity reports for accuracy and correctness and ensure proper filling of the reports. • Identify and resolve invoicing issues, accounting discrepancies any other financial issues. • Establish and maintain sound and transparent accounting and fiscal control procedures for financial and operations aspects of project; • With support and guidance of Finance and procurement Manager Prepare monthly and ad hoc financial reports • Develop, analyze and monitor program budgets; monitor and track obligations and expenditures against budgets burn rates ensuring expenses are properly coded • In coordination and support of Finance Manager, advise senior leadership regularly on matters related to finance • Under guidance of Finance Manager, prepare and submit annual and quarterly financial and accrual reports
	<ul style="list-style-type: none"> • Implement systems, policies and procedures to ensure compliance with legal or other funding requirements; • Under guidance of Finance and procurement Manager, work with colleagues in managing donor funds in full compliance with relevant donor requirements • In collaboration with team members and assigned, set up and manage people and systems to ensure adherence to restricted grant budgets, including periodic updates on budget variance and preparation of budget modification documents; • Oversee and reconcile travel budgets and compliance with procedures and cost containment; • Develop and manage general ledger and fund accounting systems and procedures, coding of payroll and other expenses to various programs through monthly cost allocations



Person Specification	<p>Education</p> <ul style="list-style-type: none"> • Bachelor's Degree in Finance, Accounting/Economics, Business management or any other related field • Certificate from a professional board on enrolled will be added advantage <p>Experience</p> <ul style="list-style-type: none"> • At least 2 years of experience working with a reputable organization in a similar role • Experience with QuickBooks is a prerequisite • Solid experience of working with window-based computer software and modern accounting systems <p>Core competencies</p> <ul style="list-style-type: none"> • Excellent analytical and numerical skills • Strong ethics, with an ability to manage confidential data • Good command of English language (oral and written) • Proficiency in accounting software • Solid analytical and decision-making skills • Leadership abilities
	<p>Behavioral competencies</p> <ul style="list-style-type: none"> • Out-going personality with excellent communication skills • Able to set priorities and multi-task while maintaining accuracy and meeting deadlines; • Excellent communications skills, including during tough negotiations and in light of staff adjustment to adhere to new policies and procedures; • Ability to work independently and manage a high-volume work flow; • Ability to lead plan and organize • Good team player, flexible and capable of working in a multi-cultural setting • Ability to work with stress and under pressure, independently and with limited supervision • Time Management



Note: Applicants should review the job requirements carefully before applying ensuring that he/she

meets the requisite qualification

Applications, along with CVs) should be addressed to: Human Resource & Administration Manager,

Coalition for Humanity Email jobs@ch-int.org or Hand deliver hard copies to our Office in Juba located in Gudele 1 Block 8 North of Zain Customer Care Shop. Application deadline: **19/12/2022. Only short-listed candidates will be contacted.**

