



South Sudan Office: Palica Street, Hai Jerusalem, PO Box 144, Juba, South Sudan
International Headquarters: Via Aurelia 476 - 00165 Rome, Italy

JOB DESCRIPTION

Position Title: **Project Financial Administrator** (Solidarity with South Sudan Member)

Length of Contract: 3 years renewable

Place of Work: Riimenze, Gbudue State, South Sudan

Report to: Project Manager, SAP-R

General Overview

This position is one of responsibility for the finances, physical assets and procurements for the SAP-R project. The work of Financial Administrator is not full-time but can be combined with pastoral work in a nearby refugee camp, especially if the person is a priest, in assisting the local parish priest in chaplaincy work in a neighboring school. The person will be a fulltime member of Solidarity with South Sudan, and be expected to take a full part in all the Solidarity community activities and immerse himself/herself in the Ethos and Mission of Solidarity in the country.

The placement is located in an isolated rural village about 1-hour drive from Yambio. There are currently 4 members in the Solidarity Community. At present there is no cell phone coverage but internet provides communication. The project is fueled by solar power. Food is plentiful and various. Project vehicles frequently travel the road to Yambio for supplies and business.

GENERAL RESPONSIBILITIES AND DUTIES:

1. Oversee all of the daily financial operations and procurements policy of the project in accordance with the Action Plans, international grants guidelines, and local South Sudanese law.
2. Ensure all financial administrative procedures as required by audits and South Sudanese law are carried out.
3. Responsible for the financial management and accountability of the SAP-R project.
4. Participates in the elaboration of annual budgets and the financial aspects of project writing.
5. Ensure all procedures as required by internal guidelines, donor regulation and South Sudanese authorities are followed and all registrations license and documents and other administrative obligations are present and up to date.
6. Supervising procurements, expenses, logistics, local administration in accordance with agreed budget criteria.
7. Building local capacity in the areas of finance and procurements for hand over to local leadership by training local staff in the daily administration and controlling of the various project aspects.
8. Write regular reports for donors, fund raisers and Solidarity on progress, indicators, and accomplishments.
9. Is responsible to the SAP-R project manager, who is the line manager, but also reports to the Solidarity Juba Finance Department. The person works in collaboration with the SAP-R project coordinator and supervises the project accountant.



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ADMINISTRATIVE & FINANCIAL DUTIES IN SAP-R PROJECT:

1. Is responsible for the holding and dispensing of cash and the granting of approval for all financial transactions.
2. Facilitates financial office administration tasks (Accounting, budget management, procurement, logistics).
3. Be responsible for all supporting documents needed for accounts and budget work including receipts, invoices, bills of lading, etc.
4. Is responsible for the financial and procurements administrative filing system
5. Strengthens an internal financial controlling system for all aspects of the project.
6. Collaborates with annual audits and any additional financial reporting required by the Project Director.
7. Maintain relevant statistics and data that support SAP-R goals and objectives.
8. Supervise all banking procedures and cash transactions.
9. Supervises the procurement of all budgeted items, including any tendering process.
10. Maintain Inventory of all capital expenditures and ensure proper maintenance of SAP-R properties.
11. See to the proper functioning of all machinery and hand tools. In this regard, he liaises with the Project Monitoring Officer and the Head of the Mechanics Department.
12. Other related tasks agreed in dialogue with the Project Director.

Pastoral duties will be worked out in dialogue with the local Parish Priest and Diocesan authorities.

COMMUNITY DUTIES

1. Maintain and nurture a unified and diverse Solidarity community in accordance with the policies set out in the Solidarity Human Resource Manual.
2. Participate in monthly community meetings for open communication and planning.
3. Share in all community duties and spiritual exercises.

MINIMUM REQUIREMENTS

- Experience in Management, Administration, Accounting or Financial Control.
 - Proficiency in Microsoft Office, Word, Excel, Power point, etc.
 - Proficiency in English, both oral and written.
 - Good interpersonal and communication skills in intercultural contexts.
 - Honesty, openness, accountability and transparency
- Commitment to Solidarity with South Sudan ethos, mission

Other basic information

The position applies to religious, who are motivated by the mission statement of Solidarity with South Sudan.

You will be living away from your home country and in a country, which is experiencing a fragile peace. You will reside in an international and intercultural religious community of men and women.



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In keeping with our surroundings, the standard of living practiced by Solidarity personnel is simple.

In our relations with local people and institutions we seek to encourage empowerment of others and to avoid practices that may promote dependency.

Conditions regarding health and other insurances, and other costs that may apply of members of religious congregations will be explored during the preliminary job interview.

Please send applications to: The Executive Director, Solidarity with South Sudan, email address: executivedirector@solidarityssudan.org