



VACANCY FOR THE POSITION OF FINANCE AND ADMINISTRATION OFFICER– SUDAN OFFICE

The Electoral Institute for Sustainable Democracy in Africa (EISA) has a vacancy in Khartoum, Sudan for the position of **Finance and Administration Officer**.

EISA offers a competitive remuneration package based on qualifications and experience. EISA is a continental not for profit organisation located in Johannesburg, South Africa and Abidjan, Côte d'Ivoire with field offices in Central African Republic, Democratic Republic of Congo, Gabon, Madagascar, Niger, Tanzania, Somalia, and Sudan. EISA has continental and sub-regional programmes. EISA strives for excellence in the promotion of credible elections, citizen participation and the strengthening of political institutions for sustainable democracy in Africa.

Reporting to the EISA Country Director Sudan, the Finance and Administration Officer will be required to:

Key tasks and responsibilities

- Assist the International Finance and Administration Manager to monitor and ensure proper accounting for all income and expenditure for the field office
- Processing creditors, staff salaries and statutory payments monthly
- Maintain staff records in accordance with EISA's HR policies and procedures manual and Financial Processes and Procedures manual
- Provide financial accountability in accordance with budgets, donors and audit requirements
- Assist the International Finance and Administration Manager to coordinate external and internal audits
- Assist in preparing donor and other financial reports according to donor and EISA head office specifications
- Timeously prepare bank and cash reconciliations monthly
- Submit all original receipts/invoices and requisitions to Head Office monthly
- Prepare all payments for EISA Sudan via bank transfer/cheque/cash for suppliers/advances etc.
- Ensure that debtors are followed up regularly
- Handle petty cash for the office
- Adherence to organisational policies and procedures
- Adherence to rules and regulations governing NGO companies in Sudan
- Ensure all assets are well maintained and insured
- Ensure that proper financial controls systems and reporting procedures which are in place are upheld

General

- Any other tasks as required by the Country Director-EISA Sudan and/or the International Finance Administration Manager

Job Specification

Education

- Bachelor of Accounting/Finance

Experience

- Experience in donor contracting and donor compliance issues
- At least three years of experience in accounting in an NGO
- Knowledge and skills
- Knowledge of modern accounting software and management

- Education Knowledge and Skills
- Ability to multi-task
- Writing and analytical skills Administration and budgeting skills
- Availability to travel in the country
- Computer literacy
- Good time management and workflow organization
- Management and supervisory skills
- Good team management skills

Languages

- Written and spoken fluency in Arabic and English

Personal specifications

- Adaptable – able to work with people from different cultural backgrounds and education levels
- Willingness to work beyond official working times
- Self-motivated and able to work under pressures
- Able to work in a team Organized and accurate
- Integrity, honesty and respect for confidentiality

Please send an application letter and CV by email with the subject title “**Finance and Administration Officer**” to Ange Marie Nijimbere at ange@eisa.org by the 25th of April 2022, 23h59.

Only shortlisted candidates will be contacted. The position is open to Sudanese citizens. Women are encouraged to apply. *EISA reserves the right not to employ.*