

## **Position: Financial Administrator for Peace Village Kuron**



The Holy Trinity Peace Village Kuron (HTPVK) is looking for a dedicated **Financial Administrator** to fill a vacancy from July 2012. HTPVK was started in 1999 as a demonstration farm by Bishop Paride Taban, the first Bishop of the diocese of Torit. In February, 2004, when he retired from administrative duties and became Bishop Emeritus, HTPVK was established as an exemplary Village where people from different tribes, nations and religions live and work together to promote peace and development in their surrounding. HTPVK is a registered Non-Profit Organisation under the Catholic Diocese of Torit. The village is situated remotely in Kauto Payam, Kapoeta East County, Eastern Equatoria State in the Republic of South Sudan along the road from Narus to Boma. The HTPVK is running various projects in the field of agriculture, education, health and peacebuilding while constantly maintaining and upgrading its infrastructure and service delivery.

### **Tasks and responsibilities:**

- Be a key member of the HTPVK's management team and advise and support them on financial and administrative matters;
- Ensure transparent and efficient utilization of HTPVK's financial resources;
- Ensure compliance with donor's policies, procedures, rules and regulations;
- Provide regular and ad hoc financial information to the programme manager and project managers;
- Ensure the timely preparation of all project's financial reports and accounts;
- Cooperate with programme management in preparing overall and project budgets;
- Monitor and advise the HTPVK's management team on the financial status of projects and programmes;
- Propose and develop financial/procurement policies and procedures and implement them together with the HTPVK management team
- Set up proper accounting procedures and systems, internal controls to ensure that proper monitoring mechanisms are in place;
- Ensure that bank reconciliations for HTPVK's accounts are regularly performed and regularly reviewed;
- Ensure that disbursements are made based on proper authorisations and supported by legitimate and sufficient documentation;

- Draft correspondence and internal procedural directives relating to budgetary and financial matters;
- Supervise and delegate work of assistant accountant;
- Initiate and coordinate procurement for the HTPVK's projects in line with donors procurement policies

**Skills and requirements:**

- Degree in finance, business administration, accounting, or related field or university degree with experience and advanced training in either accounting, public administration, business administration or other related areas
- Three or more years of work experience in the financial administration or accounting preferably with a non-profit organisation with funds from international donors
- High personal integrity, motivation and very good social and verbal skills
- Ability and willingness to work as part of a management team without daily supervision to:
  - Define work goals and devise plans to attain them.
  - Delegate work appropriately to team members.
  - Follow up on issues and actions to ensure that objectives are achieved.
  - Analyse potential problems and make recommendations in a proactive manner.
- Very good oral and written skills in English
- Experience with designing and setting up financial management systems
- Willingness to live and work in a remote area with Internet access, but no telephone coverage except for emergency use of Thuraya satellite phones
- Willingness to work in a team with people from various backgrounds and to meet deadlines under pressure from various donors or project emergencies
- Very good computer skills: esp. Microsoft word, Excel and accounting software
- Ability and willingness to train other staff in developing and implementing budgets for various projects
- Ability and willingness to support logistics

**Applications:**

- Kuron Peace Village is an equal opportunity employer of men and women and offers competitive compensation based on qualifications and experience and provides opportunities for professional growth.
- More information on Kuron Peace Village is available at [www.KuronVillage.net](http://www.KuronVillage.net).
- The deadline for applications is midnight, Sunday, May 6, 2012.
- Applications should be e-mailed to [KuronPeaceVillageHR@gmail.com](mailto:KuronPeaceVillageHR@gmail.com).
- Applications should include a letter explaining why and how you believe you can help the team at Kuron Peace Village and a Curriculum Vitae with at least 3 references with names, positions, e-mail addresses and phone numbers for each reference.
- If possible, at least one reference should be a supervisor from a current or former employer.
- Selected applicants will be required to take a written test on a computer in Juba or another location, if necessary.
- Final candidates will be invited to Kuron for final interviews.
- Staff accommodations in Kuron include electricity, showers, satellite Internet access, shared satellite television and movies, and the option to use the guest house dining service.