

April 10, 2017



SOLIDARITY WITH S. SUDAN - More than just a job, a calling to do well

Employment conditions - a relatively quiet office located in Rome, conveniently situated, where the ideal candidate would essentially become part of a dedicated team trying to assist one of the most impoverished nations on earth – South Sudan.

ROME FINANCE OFFICER – JOB DESCRIPTION

This position reports to the Associate Executive Director and works in collaboration with the Finance Manager in Juba and the Funding directors.

TASKS

1.

Prima Nota/bookkeeping

Track and record payments made, make and track transfers to South Sudan and other payments using the online banking system.

Record and file bank statements and receipts, in both electronic and paper files.

Work with accountants and auditors in order to receive relevant data on tax due and any other compliance issue.

Make payments of all tax due, including in Italy F24 forms.

1.

Payroll (two employees)

Collaboration with payroll specialists to ensure compliance with the requirements regarding the employees, tax authorities and registration requirements. Liaise and assist payroll consultants in preparation of payslips.

Make salary and expenses payments to employees.

1.

Donations

Record donations received and create receipts to be sent to donors via e-mail or post.

Track e-mails and bank statements relating to donations made directly in to the bank accounts and via PayPal.

Deposit cheque donations as part of donations recording.

1.

Reporting

Liaise and work together with accountants in Italy, the UK and South Sudan and Auditors to produce monthly, quarterly and yearly accounts, as required.

Send original invoices and prima nota records to accountants for the quarterly/yearly accounts.

Produce reports, budgets, and any other relevant information to the Governing Board and subcommittees on legal entities, cost centres and employees, generated by Excel and Quickbooks.

SKILLS

Essential:

Basic accounting/taxes/bookkeeping knowledge.

Working knowledge of Excel spreadsheets and Word documents.

Problem solving and initiative.

Good working knowledge of both written and spoken English and Italian.

General understanding of local and international accounting principles.

Ability to maintain and process data to be able to generate workable reports.

Desirable:

Ability to work in a team, to communicate effectively and also take initiative to work independently on various tasks.

Working knowledge of accounting software such as Quickbooks.

Ability to consolidate accounts.

The job can be organised as a part time position with some flexibility in work hours

SOLIDARITYWITH SOUTH SUDAN

International Headquarters:

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