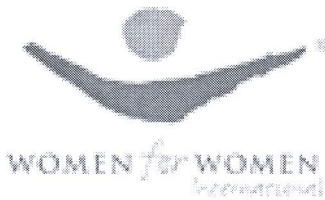
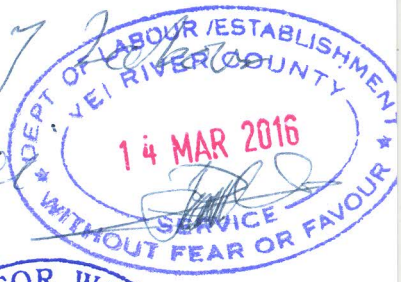


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Office Yei



Finance Officer – South Sudan.

**Organizational Overview**

In countries affected by conflict and war, Women for Women International supports the most marginalized women to earn and save money, improve health and well-being, influence decisions in their home and community, and connect to networks for support. By utilizing skills, knowledge, and resources, she is able to create sustainable change for herself, her family, and community.

Since 1993, Women for Women International has helped nearly 429,000 marginalized women in countries affected by war and conflict. We directly work with women in 8 countries offering support, tools, and access to life-changing skills to move from crisis and poverty to stability and economic self-sufficiency.

**Purpose**

Women for Women International has an immediate opening for an experienced Finance Officer for our South Sudan Country Program. The position will be located in Yei, South Sudan.

The Finance Officer (FO) is responsible for assisting the Finance Manager in payment processing, reconciling sponsorship disbursements and booking expenses into QuickBooks. S/he supports the FM on ensuring relevant finance filing and documentation is accurately maintained for audit and office purposes.

**Duties and Responsibilities**

- Under the supervision of the Finance Manager, reconcile all sponsorship disbursement and maintain an updated list of undistributed funds on monthly basis
- Assist in the daily booking of payment vouchers onto QuickBooks and be specifically responsible for booking of payroll transactions
- Ensure proper documentation and timely filing of financial returns
- Ensure timely processing of all cheque payments and writing of cheques
- Ensure proper filing of all finance records
- Ensure timely Cheque disbursement within the laid down regulation
- Support the timely and accurate preparation and recording of monthly Sponsorship funds, in close coordination with the Sponsorship and Logistics staff



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- Working with the HR & Administration Officer to review employee Payroll and payments to contractors and casual laborers, ensuring compliance with local tax and labor regulations
- Support the timely submission, approval, accuracy, and filing of employee Timesheets
- Coordinate use of timesheets and allocation of costs to the respective projects
- Manage all the stationeries within the department
- To update the bank signatories as required
- Assist in preparation and distribution of monthly and annual financial statements
- Liaise with creditors and suppliers and reconcile the accounts
- Assist in the Submission of statutory deductions
- Ensure an accurate and up to date filing system for the country finance office.

#### **Required Skills & Minimum Qualifications:**

- Bachelor's Degree in finance, accounting or business management; CPA, ACCA or equivalent designation is preferred; Additional professional training in Supplies & Chains Management, Human Resources Management is preferred.
- At least three (3) years work experience in Finance & Administration position with full accounting and budgeting responsibilities preferably within the INGO environment, including at least three (3) years in a supervisory role;
- Excellent computer skills including spreadsheet, database, word processing, presentation, and email along with data entry experience; familiarity with Quick Books Pro accounting software is desirable;
- Highly organized and detail-oriented with strong analytical, reasoning and problem-solving abilities;
- Ability to handle confidential and sensitive information with discretion is required;
- Ability to work independently, prioritize tasks, meet deadlines and to take initiative;
- Fluency in written and spoken English is required; local language is an added advantage;
- The Finance Officer will be held to the highest ethical standards.
- Must be citizen of South Sudan.

#### **Application Instructions**

All interested candidates should submit the following application materials **only**: updated CV, cover letter and 3 professional references. Send application to:

**sosudanjobs@womenforwomen.org. Please put Finance Officer in the Subject line.**

**Application deadline: March 28, 2016.** Due to urgency of the recruitment, applications will be short-listed on a regular basis and we may offer the position before the closing date.

You can also submit hand delivered application at the **WfWI offices located in Yei, Hai Gabat** off the Yei - Lasu road, opposite Former PSI Offices

*Only short listed applicants will be invited to interview. No telephone inquiries please*

