



STEWARDWOMEN
Juba Na Bari, Plot No. 60, Bilpam Road, Juba
Stewardwomen.jobs@gmail.com

Job Advert

Date: 22nd May, 2017

Position: Finance Officer-Juba based

Introduction:

STEWARDWOMEN is an indigenous South Sudanese women organization founded in 2009 to address the problems of sexual and gender based violence; lack of access to justice by women; lack of participation of women in leadership and decision-making and poverty among others. It is registered as a not for profit Non- Governmental Organization with the Government of South Sudan in 2009. Our vision is a South Sudanese society “free from the violations of the human rights of women and children”. Our mission is “to develop, shape and empower South Sudanese women to advocate for policies that foster equal economic opportunity and secure human rights for women and children”. Our 2015-2017 strategic intervention areas are 1) access to justice; 2) legislation and law reform; 3) psychosocial support to GBV survivors; 4) protection of adolescent girls in schools; 5) women leadership and empowerment; 6) governance/peace building. Our field offices are located in Romich in Tonj East County [Warrap state] and in Nimule in Magwi County [Eastern Equatoria state]. We have a national coordination office located at Juba Na Bari, Plot No. 60, Bilpam Road, Juba. We are in search of somebody who shares our vision and mission to work with us as Finance Officer to be based in Juba.

Key roles and duties of the post-holder:

Reporting to Finance and Administration Manager, the duties of the post-holder will be the following:

Financial duties & responsibilities;

1. Bookkeeper of the organization.
2. Support the Finance and Administration Manager in preparing financial reports.
3. Manage staff payroll and pay slips.
4. Custodian of books of accounts.
5. Manage petty cash.
6. Manage asset register.
7. Receive and prepare financial requests from program officers.
8. Process advance for field activities.
9. Conduct periodical checks on the books of accounts of field offices.
10. Prepare and schedule for internal audits of the field offices.
11. Supervise finance/admin assistants.

What kind of person are we looking for?

The ideal person **MUST** possess all the following:


1. Any relevant qualification majoring in accounts or finance at Bachelor Degree level from a reputable University or college with at least 2 years as Finance Officer. Diploma holders with at least 3 years of relevant experience will be considered.
2. Attendance of CPA or ACCA of at least level 2 will be added advantage.
3. Proven track record of working as finance and administration officer with NGOs.
4. Experience of previous work with NNGOs in a similar position in the country is desirable.
5. Proven ability to prepare good and integrated organization financial reports with multiple donors.
6. Proficient in the application of QuickBooks accounting software.
7. Thorough understanding of donor grant and financial requirements.
8. Willing to work in very stressful environments, with tight deadlines.
9. Work with minimum supervision.
10. Very mature and self-driven, with good communication skills.
11. Ability to train and mentor staffs under his supervision in the finance and administration department.
12. Demonstrated knowledge on financial policy and administration issues.
13. Respect for diversity.
14. Any other duties that may be assigned time to time by supervisor

Submission of Application:

Interested qualified candidates are asked to submit their updated resumes, including three referees and contacts of previous supervisors, relevant photocopies of nationality documents, academic transcripts and recommendations from the previous employers. To be hand delivered to STEWARDWOMEN Office at Juba Na Bari, Plot No. 60, Bilpam Road, Juba, just behind MABILI after Equity Bank, Munuki Branch or e-mail; stewardwomen.jobs@gmail.com addressed to:

***“Human Resources & Administration Officer, STEWARDWOMEN,
Juba Na Bari, Plot No. 60, Bilpam Road, Juba”***

Please indicate the position applied for in the email subject. Applications should be submitted latest, **Friday 9th June, 2017**. The successful candidate will start work by start of July, 2017. As a policy, we will give the first priority to **qualified South Sudanese women**. Any candidate who canvasses for support will be disqualified immediately. **Please note that this position is not for starters. The selection process will be rigorous, including oral and practical interviews. Falsification of credentials by candidates will lead to prosecution in the courts of law.**


Human Resources/Admin Officer
STEWARDWOMEN
South Sudan