



JOB ADVERT

Peace Winds Japan (PWJ)

Kololo-Juba Central Equatoria State, South Sudan

Behind Phenicia Supermarket, before Destiny University

Email: pwj.ssd.recruit@gmail.com

<http://www.peace-winds.org/en/>

18th June 2025

Position: Finance and Admin Assistant

Duty Station: Juba-South Sudan)

Period: Six (6) Months with a possibility of Extension

Direct Supervisor: Admin and Finance Officer/Programme Coordinator.

Job Overview:

Peace Winds Japan (Peace Winds) with funding from the UNHCR is seeking to recruit a high experienced, skilled and detail-oriented Finance and Admin Assistant to join the team. The Finance and Admin Assistant will be responsible for supporting the day to day financial management and regular and timely reporting. The staff will be required to engage in timely financial reporting.

The incumbent will also be required to adhere to all Peace Winds policies and procedures as well as security situations around the project site, and to participate and assist in other Peace Winds activities as required. S/he will be expected to complete all tasks assigned by the Admin and Admin and Finance Officer or Programme Coordinator, safely operating equipment, and working alongside other project members in the project planning and timely implementation. .

To be successful as a Finance and Admin Assistant, the incumbent should be passionate about his/her humanitarian discipline and demonstrate strong logical and critical thinking skills. Outstanding candidate should be able to effectively motivate and enhance the capacity of team members, write detailed financial reports, and ensure consistent quality assurance standards. S/he should also be able to diagnose problems and follow instructions in fast-paced environments.

Main Tasks and Responsibilities:

Assist in managing the Capital Cash ;

- Review and record the advance requests, purchase invoices, and receipts, while ensuring the quality of these documents and reporting any missing item or needs of correction to the Finance and Admin Officer.
- Assist in process cash payments upon approvals
- Assist in closing the cash account daily (cash count)
- Assist in closing the cash account every month : physical counting, printing of accounting documents, check supporting documents
- Ensure that all advances made within the month is liquidated before the final monthly cash count



- Ensure that all advances made within the month is liquidated before the final monthly cash count
- Establish a connection between the ledger, documents and physical counting
- Ensure compliance with the Peace Winds and donor finance and procurement guidelines

Assist in following up payments to suppliers;

- Assist the Admin and Finance Officer to maintain the data for recording supplier payments for South Sudan
- Assist in following up on timely payment of all suppliers up on their compliance with the payment condition, including the service provision and submission of required documents, and the internal payment approval

Assist in ensuring quality control of the invoice, receipts and supporting documents;

- Assist the Admin and Finance Officer to check all supporting documents in each financial file is present as per Peace Winds guidelines and procedures
- Immediately inform the Admin and Finance Officer of any errors
- Follow up with the suppliers in case of discrepancy and needs of improvements in any invoice, receipt and supporting document.
- Check that all invoices and their amounts are present before submission for payment

Ensure the classification, scanning and filling of Finance and Admin documents;

- Maintain all accounting documents and contracts (original for the current month and photocopies for past months)
- Assit every month, to classify all expenditures on the Project according to month, contract, budget line and accounting book
- Ensure that all the finance and accounting documents are scanned and sent to HQ after the reviews by Finance and Admin Officer together with Programme Coordinator.

Other Financial Duties;

- Assist in preparing and conducting the financial audits
- Assist Managing Peace Winds Tax payment and follow up, while filling RoSS Tax return form and prepare the payment voucher, submitting the Tax return form to the Directorate of Taxation before the 15th of each month, archiving the Tax return forms and related supporting document in a specific file, and following up of tax clearance certificates
- Perform other related duties as required.





Administration Duties;

- Follow up with staff attendance sheets and leave management
- Follow up with Peace Winds staff in administration issues
- Participate in procurement committee
- Take lead on receiving and issuing items from Vendors
- Stock /inventory management
- Take minutes of meetings, both internally and externally
- Perform other related duties as required.

Essential Qualifications and Experience:

- A higher diploma or University degree in Accounting; Finance; Public Administration; Business Administration; Economics; or other relevant field.
- At least 3 years of working experience in humanitarian context as a Finance and Admin personal.
- Excellent computer literate (Word, Excel, PowerPoint).
- Good knowledge of United Nations financial rules and procedures. Experience of working in South Sudan, implementing UNHCR projects is an asset.
- Working experience with PeopleSoft/Oracle Financial modules.
- Strong oral and written communication skills in English. Oral and written communication skills in Arabic are an advantage.
- Strong analytical, troubleshooting, problem-solving, and communication skills.
- Ability to follow instructions and to collaborate with others.
- Ability to organize tasks simultaneously and prioritize work.
- Honest, responsible and in good physical condition to meet the job's demands.
- Flexibility, ability to adjust hard living conditions where movement is limited, basic service is limited.
- Willingness to adhere to and carry out Peace Winds's rules and guidelines.

Functional skills (Skills marked with an asterisk* are essential):

*FI-Finance - Accounting

*IT-Computer Literacy

*FI-Finance

*FI-Admin

*IT-MS Office Applications

*UN-UN/UNHCR Financial Rules and Regulations and Procedures



This position is open to qualified candidates regardless of gender, age, so on. Application from female candidate is highly encouraged.

Working hours:

- Standard working hours according to Peace Winds regulations and South Sudan Government Labour Laws
- A reasonable degree of flexibility is expected when and where required.

How to Apply:

- Please submit in English, a current resume, including at least three references, with a cover letter (no more than two pages) to the Programme Coordinator, Peace Winds Japan, Juba Office (Kololo-Juba Central Equatoria State, South Sudan Behind Phenicia Supermarket) **OR** by email to: pwj.ssd.recruit@gmail.com
- Please Indicate/write on the sealed Envelope at the Top Right-Hand Corner or the email title as "Finance and Admin Assistant: (your name)"
- The application closing date is **7th July 2025 at 4:00pm** local time.

NOTE:

Peace Winds Japan **DOES NOT** solicit for money or **ANYTHING ELSE** in exchange for a Job.

Only shortlisted candidates will be contacted for interviews.

Kindly note; due the urgency of the position, applications will be reviewed as they are received and the successful candidate will be appointed before the expiry of the set deadline

