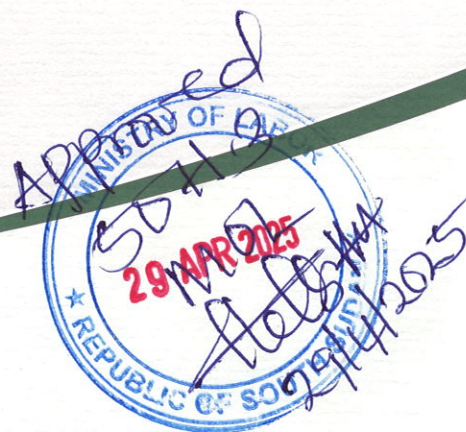




# Kush Bank

Your trusted business partner



## Job Description

### Finance officer

Job Title:	Finance officer	Reports To:	Senior Finance Officer
Department/Group:	Finance	Direct Reports:	CFO & other Departments
Job Type	Fixed Term (Renewable)	Indirect Reports	Daily
Location:	South Sudan	Travel Required:	When needed
Grade:	Grade 4	Date:	29/04/2025

#### Role Summary

The finance officer is responsible for the management and overseeing of the company's financial operations while maintaining accurate financial records, preparing reports, ensuring compliance with regulations, and analyzing financial data to identify trends and risks, while contributing to the Bank's financial stability.

#### Key Accountabilities (Duties and Responsibilities)

Perspective	% Weighting	Output
<b>Financial management</b>	30%	<ul style="list-style-type: none"><li>Managing financial transactions. Recording, classifying and summarising financial data to ensure accurate and complete financial records.</li><li>Preparing Financial statements. Compiling balance sheets, income statements and other reports to reflect the company's financial status.</li><li>Budgeting and forecasting. Assisting in the development of budgets and financial forecasts to guide business planning decision making.</li><li>Assisting in audits by examining financial documents and procedures.</li><li>Manages accounts payables and receivables</li></ul>
<b>Compliance and Risk Management</b>	30%	<ul style="list-style-type: none"><li>Tax compliance. Calculating taxes owed, preparing tax returns and ensuring timely payment to comply with tax laws of South Sudan.</li><li>Coordinating annual audits.</li><li>Reconciling bank statements and ensuring compliance with accounting standards and regulations.</li></ul>





<b>Reporting and financial performance monitoring</b>	30%	<ul style="list-style-type: none"> <li>Review finance-related information and prepare accounting reports for banks or financial institutions. Analyze data related to tax returns, and financial reports.</li> <li>Maintain accounting records on financial assets and financial liabilities.</li> </ul>
<b>Cash Management and Security</b>	10%	<ul style="list-style-type: none"> <li>Track bank deposits and payments.</li> <li>Ensure finance efficiency and accuracy, in accordance with the applicable procedures, rules and policies, agreed service standards and operational instructions laid down by the Bank.</li> </ul>
<b>Job Specifications</b>		
<ul style="list-style-type: none"> <li>Bachelor's degree in Accounting and Finance, Business Administration, Finance and Banking, or related field.</li> <li>Minimum of 3 - 5 years of experience in banking operations, with at least 3 years work experience as a finance officer.</li> <li>Adequate Knowledge of relevant Kush Bank Policies, banking regulations, industry standards, and operational processes.</li> <li>Compliance with banking regulations and internal policies.</li> <li>Operational cost management and adherence to budget.</li> <li>Accuracy and timeliness of reporting and reconciliation tasks.</li> </ul>		
<b>Technical Competencies</b>		
<ul style="list-style-type: none"> <li>Strong accounting and financial management skills.</li> <li>Excellent communication and interpersonal skills.</li> <li>Proficiency in banking software (safe smart), MS Office Suite, and operational management tools.</li> <li>High attention to detail and accuracy in operational processes.</li> </ul>		
<b>Behavioral Competencies</b>		
<ul style="list-style-type: none"> <li>Integrity, professionalism, and ethical conduct.</li> <li>Ability to handle confidential information with discretion.</li> <li>Proactive, solution-oriented, and able to adapt to changing environments.</li> <li>Strong organizational and time management skills.</li> <li>Ability to work under pressure and meet deadlines.</li> </ul>		

This position is open to qualified South Sudanese candidates exclusively. If you have the above-required competencies, please send your CV, copies of Academic Documents, and an engaging letter by May 20<sup>th</sup>, 2025 through [recruitment@kushbankss.com](mailto:recruitment@kushbankss.com) or hand-deliver your application to Kush Bank Konyo Konyo Offices, Opposite Juba City Council

Due to the urgency of filling this position, applications will be reviewed as they come, and only shortlisted applicants will be contacted.

