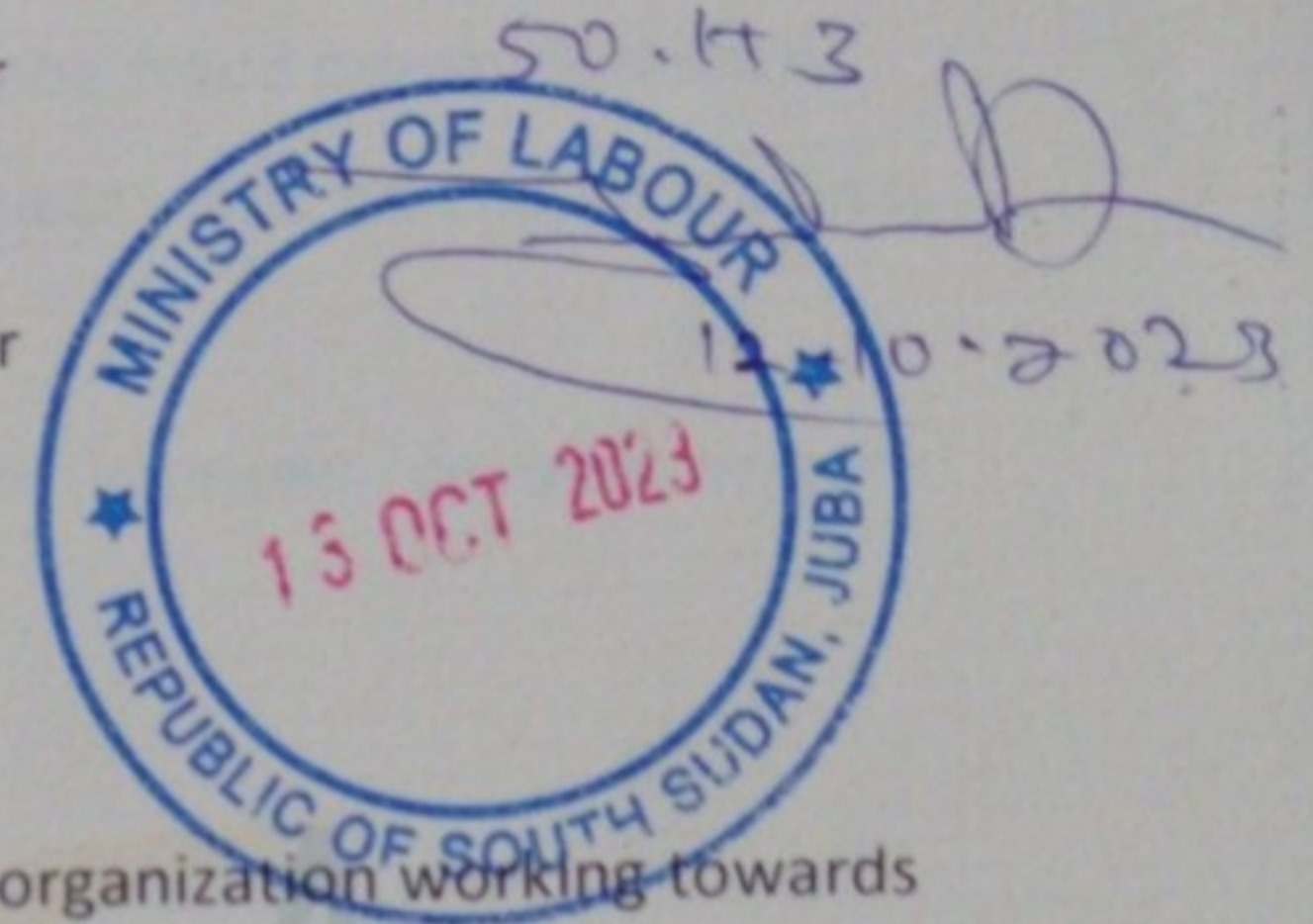




# Women for Justice and Equality - South Sudan (WOJE)

## Job Advertisement

**Position Title:** Admin/Finance Officer  
**Department:** HR/Admin  
**Report to:** Admin/Finance Manager  
**Deadline:** 31<sup>st</sup> /Nov/ 2023



## About WOJE

Women for justice and equality (WOJE) is a feminist advocacy organization working towards strengthening and advocating for the rights of women in marginalized communities in the Republic of South Sudan. WOJE grew out of a group of grassroots women, including survivors of GBV, harmful practices, women leaving with HIV and women migrants struggling with identity in 2016. The organization was formerly known as Islamic Development and Relief Agency (IDRA), **WOJE** engage in the protection of women and girls and hoping to grow into a vibrant advocacy movement for the rights of women and girls across Africa in future.

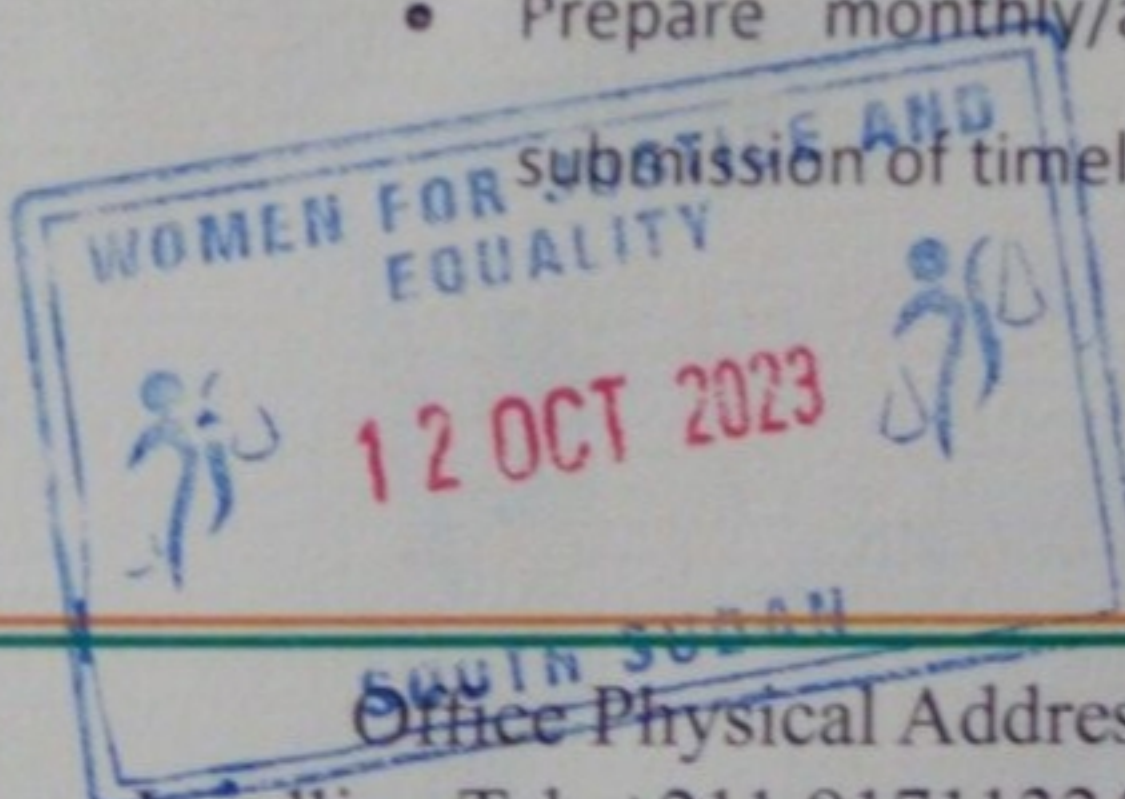
The organization is legally registered, as a National Non-Governmental organization with the Relief and Rehabilitation Commission of the Republic of South Sudan under the **Reg. No. 1972**.

## Job Summary

The admin/finance is responsible for the overall of the office following, proper management of properties, office maintenance, office efficient and on timely manner to the standards, handle reports, budget and expectation of the organization.

## General Responsibility

- Manage the day-to-day human resource, financial and administrative (including staff safety and security) functions of the office
- Ensure compliance with financial internal controls, and ensure that transactions are processed and assets managed in accordance with WOJE Financial Rules and Regulations
- Prepare monthly/annual accounts closure, including bank reconciliations and submission of timely and accurate reports to headquarters



- Develop and monitor field office budgets
- Oversee recruitment and appointments of local General Service staff, and administer field staff entitlements and claims
- Provide training and advice on human resource, financial and administrative issues
- Support the office on audit, financial risk management and fraud prevention issues.
- Conduct or arrange trainings where necessary for project staffs on the best administrative practices.
- In close collaboration with other NGO's humanitarian agencies, develop reliable consolidation and cost sharing mechanism.

#### Finance Job Responsibility

- Ensure all payments are processed immediately after submitted to finance departments.
- Verify all payment documents are accurate and compliance with relevant policies and ensure all payments should have relevant supporting documents attached.
- Ensure that all payments vouchers are reviewed, fully compliance with organizational policies and the donors policies as well.
- Ensure all payments are in compliance with statutory rules.
- Ensure timely reviews of feedback to the staffs and vendors on any documents required for payments.
- Ensure proper coding combination of the account code, fund and project codes. For all payments.
- Follow up payments with regional team and ensure all invoices at country office before end of every month.
- Ensure quality data entry on daily basis that capture all the accuracy of all information required by the accounting system
- Ensure data entered into MIP have correct budget codes, amount and clear description.



- Enter journal vouchers for advances reconciliation, corrections and amortization. Ensure adequate supporting documents are attached to every journal voucher before entry in MIP.
- Monitor all balance sheet assets accounts. Cash, bank, advances and prepayments and ensure accurate data entry in those accounts are done monthly reconciliation and produce monthly details report on outstanding balance/items.
- Monitor all balance sheet liabilities accounts, accrued payments, salaries payable, accrued benefits, taxes and ensure accurate postings in those accounts done on monthly.
- Ensure timely reporting of expenditures related to advances, prepayments and clearance of advances.
- Follow up all timely liquidation/ reconciliations of advances, prepayments and clearance of advances.
- Follow up all outstanding cheques and ensure they are cleared on time.
- Ensure proper documentation of all entries related to balance sheet accounts.
- Provide recommendation for clearance of long outstanding items on balance sheet.
- Support monitoring of sub-grants through sub-grants financial management capacity assessment.
- Review expenses submitted by sub-grants for accuracy and compliance
- Maintain sub-grants files.
- Work closely with the finance team in reconciling various balance sheet accounts before month end close.
- Review expenditure posted in MIP for accuracy of data, coding, amounts, and description before month end.
- Prepare invoices/ finance report to donors as directed by supervisor.
- Support finance assistant and ensure he/she is able to perform the duties assigned efficiently.
- Providing financial information, documentations, analysis as requested by the supervisor, auditors or the program team.
- Ensure complaints with relevant Laws, regulations, and organizational policies in both admin and finance.



## Qualification of Ideal Candidates

- Degree or Diploma in Business Admin/Accounting and Finance in a recognized institutions, CPA or relevant certificate.
- 2-3 years experiences working in Admin/ finance department with NNGO, NGO or recognized Companies.
- Excellent knowledge in computer packages
- Critical thinking and sound judgment in dealing clients

## How to apply

Interested applicants should submit their application both hand and online, together with resume/CV including telephone and email contacts of at least 3 referees as well as your daytime telephone / cell phone contact number to WOJE south Sudan jobs to [wojehumanresource@gmail.com](mailto:wojehumanresource@gmail.com) and copy [wojesouthsudan.org@gmail.com](mailto:wojesouthsudan.org@gmail.com) indicating the position and location you have applied for the subject line of your email.

## Please note:

1. Deadline for receiving application for this position is the 31<sup>st</sup> of Nov 2023
2. WOJE south Sudan promotes gender equality and encourage qualified female candidates to apply
3. Only shortlisted candidates will be contacted for assessments

