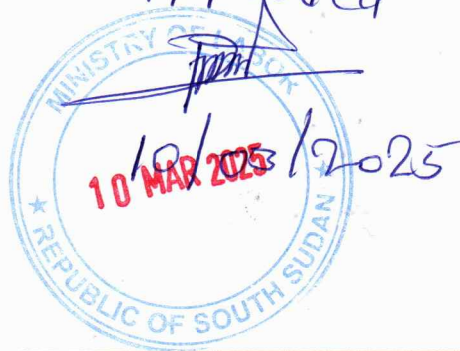




INTERNATIONAL NGO SAFETY ORGANISATION
Analysis & Advice for Humanitarians



Finance Officer

Job Title:	Finance Officer (FO)
Location:	Juba, South Sudan
Department:	Finance
Reports to:	Country Administration Manager
Hours per week:	Full time
Contract duration:	6-months - Depending upon funding
Eligibility:	South Sudanese nationals

Organisation Background

Founded in 2011, the International NGO Safety Organisation (INSO) is an international non-governmental organisation that supports humanitarian aid workers by establishing safety coordination platforms in insecure contexts. INSO provides registered NGOs with a range of free services, including real-time incident tracking, analytical reports, safety-related data and mapping, crisis management support, staff orientations and training.

INSO provides daily support to more than 1000 NGOs operating in the world's most insecure countries. INSO is headquartered in The Hague, Netherlands- the international city of peace and justice.

Overall Purpose of Role:

The key responsibilities of this position will be to support the Country Administrator Manager (CAM) in carrying out and overseeing the general project accounting, treasury, budgeting, and reporting. The Finance Officer works under supervision and ultimate accountability of the Finance Manager but may be bestowed with substitutive responsibilities and must be technically capable of them.

Main Duties and Responsibilities:

- Receive the monthly accounting journals and confirm their correctness by reconciling all entries with the supporting documentation. Ensure entries have been properly coded and allocated to enable direct import to SUNSYSTEM. Prepare/review the journal entries to offset prepayment, intercompany and payroll accounts as required. Collect the information and documentation from the operations to update the accounting journals of accrued expenses (staff leave, severance pay, outstanding bills...).

- Daily oversee bank and cash transactions. Ensure suppliers are paid in accordance with a valid contract or a purchase order. Ensure payments of local taxes and payroll are reconciled monthly. Ensure that adequate controls on cash management are in place in all sites. Follow-up and update bank signatures as required. Confirm all cash counts and bank reconciliation are routinely performed and witnessed.
- Monitors open advances and deposits in the balance sheet and recoup aging amounts.
- Maintain a secure filing system of the original accounting documentation. Confirm completeness of the supporting documentation in all respect, organize and archive them in an accessible manner. Support the Country Administrator Manager in the provision of the documentation during financial audits.
- Undertake specific tasks on internal controls, budget planning, proposals, and financial reporting as they have been assigned by the Country Administrator Manager. Prepare reports on actual versus budget. Works closely with Departments on forecasts so that the SMT has an accurate and timely information. Prepare financial reports for grants reporting and timely submit the reports to the Country Administrator Manager for review.

PERSON SPECIFICATION

Knowledge, Skills and Experience

Essential:

- Minimum 3 years of relevant work experience, preferably in similar roles with NGOs.
- Previous experience and/or understanding of INSO policies, guidelines, and procedures.
- Experience in financial software systems, and proficiency in Microsoft Office.
- Ability to process large amounts of data.
- In depth knowledge of financial regulations and account processes.
- Ability to handle budget.
- Donor/contract management experience and donor policy knowledge (preferably ECHO, FCDO, SDC and or BHA).
- Good English language skills, both written and verbal.

Nice to Have:

- Other language skills relevant to the context, both written and verbal.
- A Degree in Finance, Accounting, or relevant field.
- Acceptance and understanding of humanitarian principles.
- Strong ethics, with ability to manage confidential data.
- High degree of autonomy.

Key Personal Competencies

- Confidentiality, integrity, and a sense of conflict-of-interest prevention.
- Self-motivation, courtesy, and humility.
- High attention to detail



- Team spirit and good management of interpersonal relationships.
- Know how to plan and organize your work.
- Be flexible, dynamic, know how to propose initiatives.
- Be able to work under pressure.
- Effective communicator.
- Capacity to work in multicultural environments.

INSO's Safeguarding Policy

INSO is fully committed to safe recruitment, selection and vetting of all potential new staff, trustees and volunteers and we will ensure rigorous compliance with our Code of Conduct and Safeguarding policy throughout the recruitment process.

Terms & Conditions

6-months - depending upon funding, full-time contract based in Juba, South Sudan. Eligibility for this position is limited to South Sudanese nationals.

How to apply

Please submit applications to jobs@ssd.ngosafety.org and reference 'Finance Officer' in the subject line. You should submit your CV and cover letter ONLY on the email provided above by **27 March 2025**, no later than **17:00 hours** Central Africa Time (CAT). Your application should be in English and includes the following:

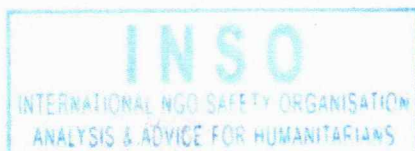
- An updated CV (max 3 pages)
- A one-page cover letter detailing why you are interested in working for INSO and how your qualifications align specifically with the competencies required for the role.

Please do not send any additional information. Only short-listed candidates will be contacted.

INTERNATIONAL NGO SAFETY ORGANISATION (INSO) DOES NOT CHARGE FEES AT ANY STAGE IN THE RECRUITMENT PROCESS (e.g. APPLICATION, INTERVIEW, ORIENTATION OR TRAINING). INSO NEVER ASK INFORMATION ABOUT APPLICANT'S BANK ACCOUNTS DETAILS.

INSO

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Digitally signed
by Philippe
Durand

Date: 2025.03.10
12:08:50 +03'00'