



**NORWEGIAN CHURCH AID**  
**actalliance**

**NCA SOUTH SUDAN PROGRAM**

**VACANCY ANNOUNCEMENT**

PROGRAMME FINANCE OFFICER

**Position** PROGRAMME FINANCE OFFICER (NATIONAL POSITION)

**Reporting to:** HEAD OF FINANCE.

**Duty Station:** ROVING

50-4-3  
Approved by  
Inspector of Labour  
8/8/2024  
08 AUG 2024  
MINISTRY OF LABOR  
REPUBLIC OF SOUTH SUDAN

**Organization Profile**

Norwegian Church Aid (NCA) is an ecumenical, diaconal, humanitarian, and non-profit Non-Governmental Organization (NGO) mandated by churches and Christian organizations in Norway to work for global justice, by empowering the poor and challenging the wealthy and powerful. Together with our constituency and our partners, NCA commits to the vision: Together for a Just World. NCA provides assistance to the people of South Sudan and has been present in the country continuously since 1972.

**The Position and Areas of Responsibility**

This position supports the field office assigned to handle programme finance functions. The candidate will also participate in partner mapping, due diligence, and capacity-building processes to ensure that the appropriate organizations are engaged as partners in implementing projects.

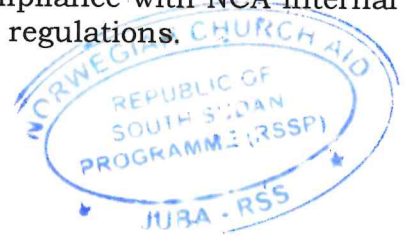
**1. AREAS OF RESPONSIBILITY**

- Sound end-to-end financial management of the assigned programme.
- To assist in supervision and building the capacity of the field finance and admin team and partners.
- Ensure accurate and timely interim and end-of-project reporting.
- Collaborate and coordinate with other thematic officers to ensure program integration.

**2. MAIN TASKS**

**Accounting/Finance/Internal Control**

- Perform Month-End Closure (MEC) processes per the NCA MEC guidelines in Expense Accounting, Bank, Vendor, Receivables, and relevant Ledger Accounts reconciliation.
- Timely review and processing of payments to service providers by ensuring payment requests are correctly supported with:
  - Proper Authorization as per approval matrix.
  - Adequate supporting documentation with evidence of receipt of the goods and services by users/beneficiaries.
  - Adherence to approved budgets.
  - Proper Coding (PID, Budget line/Tasks).
  - Adherence to National law requirements, Compliance with NCA Internal Finance/Procurement procedures, and donor regulations.



- Ensure archiving and uploading of payment documents into relevant SharePoint folders.
- Review journals for completeness of supporting documents before approval.

### **Partners Financial Management**

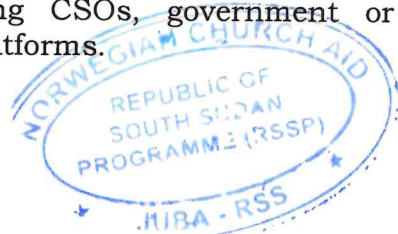
- Maintain budget oversight and review of partner financials against the project's milestones achieved.
- Conduct monitoring and follow-up visits to partners, liaising between partnership programme staff and partners' focal points.
- Record and archive visit reports to partners, minutes of meetings, and relevant stakeholders.
- Review partners' financial reports and the submitted supporting documents for transactions, follow up on the documentation when it is not adequately provided, and upload the partner expenses to the relevant SharePoint folders.
- Participate in kick-off workshops and capacity-building events as requested by the partner teams, liaising with human resource, logistics, and programmes departments.
- Maintain electronic & hard copy filing system of partnership finance-related documents.
- Assist in resolving any administrative matters arising and inquiries from partners in relation to finance.
- Prepare training materials, facilitate training sessions for related partners' capacity enhancement, and maintain and update contact lists for partners and trainees.
- Support improvements in inclusive practices.
- Perform Monthly partner account reconciliation.

### **Compliance & Reporting**

- Support in statutory audits, donor project audits, and expenditure verification exercises by:
  - Availing the required information and documents.
  - Organizing auditor's meetings with the implementing partners when necessary.
  - Responding to questions raised through Audit focal points.
- Consult with the Head of Finance and make regular technical support field visits to partners and the field office on compliance.
- Any other duties agreed upon with the Programme Manager and Head of Finance.

### **EXPERIENCE AND TECHNICAL COMPETENCIES:**

- Minimum 3 years of relevant work experience in financial/accounting and implementing partners (sub-granting) financial management, including a minimum 1 year with an international NGO in a similar role.
- Knowledge of ERP systems and accounting software.
- Advanced proficiency in Excel.
- Basic proficiency in PowerPoint and Word.
- Advanced English proficiency.
- Good understanding of and experience with mapping, developing, and managing partnerships with and among CSOs, government or private institutions, federations, networks, and platforms.



**EDUCATION:**

- Bachelor's degree in business management OR Bachelor of Commerce (Accounting Option).
- Certified Public Account (CPA) part II qualification.

The closing date for receipt of applications is 31<sup>ST</sup> August 2024.

NCA is an equal opportunity employer, and qualified female candidates and people with disability are encouraged to apply.

Send your application through this link:

[https://ncaco.recman.no/job.php?job\\_id=392063](https://ncaco.recman.no/job.php?job_id=392063)

Hard copies to can be delivered to NCA Country Office in Juba Buluk near UNDP and Field Offices locations in Torit, Kuajok, Wau and Malakal.

