

**Job Description**

Job title: Finance Assistant
Reports to: Finance and Operations Manager
Duration: 12 Months (with a possibility of an extension)
Location: Juba, South Sudan
Opening date: August 6, 2026
Application deadline: August 25, 2026, at 11:59 PM CAT

****This position is subject to the availability of funding***

BBC Media Action

We are the BBC's international charity. We believe in the power of media and communication for good. With our extensive network of partners, BBC Media Action reaches more than 100 million people a year – helping to save lives, protect livelihoods, support media and counter misinformation, challenge prejudice and build democracy.

Job Purpose

The Finance Assistant supports the effective financial management of projects by ensuring compliance with donor and BBC Media Action policies and procedures. Working closely with project teams and senior finance staff, the role is responsible for accurate documentation of expenses, timely reconciliations, preparation of financial reports, and assistance with audits. The Finance Assistant plays a key role in maintaining budget integrity, supporting grant management processes, and strengthening partners' financial capacity. In addition, the role contributes to risk management by promoting awareness of anti-fraud and compliance measures, while upholding safeguarding standards and organizational values

Duties and Responsibilities**1. Financial Documentation and Compliance**

- Ensures all project expenses are properly documented and comply with donor and BBC Media Action policies and procedures.
- Supports project teams in understanding donor guidelines.
- Verifies that costs are charged to the correct project budget lines.
- Assists in preparing donor financial reports as required.

2. Financial Reporting and Reconciliation

- Conducts monthly reconciliations of financial accounts and assist with annual reconciliations.
- Generates periodic project finance reports for review by senior staff.
- Supports budget versus actuals review meetings, including reforecasting exercises, and flag potential issues for discussion.
- Assists with month-end and year-end closure processes.

3. Audit and Grant Support

- Helps arrange project audits and compile required supporting documentation.
- Provides technical support to grant management processes, under the guidance of senior finance staff.
- Contributes to strengthening partners' financial management capacity through basic training and support.

4. Risk Management and Safeguarding

- Supports efforts to reduce risks of fraud, corruption, and bribery by promoting awareness of donor and BBC Media Action procedures.
- Understands and complies with the Safeguarding policy and the staff Code of Conduct;
- Participates in relevant mandatory training on Safeguarding and Respect at Work.

Essential Skills and Experience

- Bachelor's degree in accounting, finance, or a related field; part-qualified accountant or equivalent training preferred.
- At least two years' experience in the finance sector, with exposure to donor-funded projects an advantage.
- Strong ability to process financial transactions accurately, support budget monitoring, and assist in preparing financial reports.
- Experience assisting with budget preparation and monitoring, with commitment to efficient and cost-effective use of resources.
- Familiarity with computer-based financial management systems; advanced Microsoft Excel skills essential.
- High accuracy in financial documentation and reconciliations, with the ability to identify errors and ensure compliance;
- Capable of presenting financial information clearly and concisely, supporting senior staff in analysis and decision-making.
- Strong interpersonal skills, with the ability to work effectively with colleagues, provide support, and learn from coaching.
- Excellent written and verbal communication skills in English language.

Desirable Knowledge, Skills and Experience

- Experience of working with international donors and a working knowledge of donor compliance for major donors

Competencies

The following competencies (behaviours and characteristics) have been identified as key to success in the job. Successful candidates are expected to demonstrate these competencies.



- **Analytical Thinking** – Able to simplify complex problems, processes or projects into component parts, explore and evaluate them systematically. Able to identify causal relationships, and construct frameworks, for problem-solving and/or development.
- **Creative Thinking** – Able to think creatively around problems and arrive at a clear and well-argued solution.
- **Problem Solving**: Able to simplify complex problems, processes or projects into component parts, explore and evaluate them systematically. Able to identify causal relationships, and construct frameworks, for decision making and problem-solving. Transforms proposals/ideas into practical reality.
- **Flexibility** - Adapts and works effectively with a variety of situations, individuals or groups. Is able to understand and appreciate different and opposing perspectives on an issue, to adapt an approach as the requirements of a situation change, and to change or easily accept changes in one's own organisation or job requirements.
- **Decision Making** – Is ready and able to take the initiative, originate action and be responsible for the consequences of the decision made.
- **Planning and Organising** – Is able to think ahead in order to establish an efficient and appropriate course of action for self and others. Prioritises and plans activities taking into account all the relevant issues and factors such as deadlines, staffing and resources requirements.
- **Resilience** – Can maintain personal effectiveness by managing own emotions in the face of pressure, setbacks or when dealing with provocative situations. Can demonstrate an approach to work that is characterised by commitment, motivation and energy.
- **Influencing and Persuading** – Ability to present sound and well-reasoned arguments to convince others. Can draw from a range of strategies to persuade people in a way that results in agreement or behaviour change.
- **Communication** – The ability to get one's message understood clearly by adopting a range of styles, tools and techniques appropriate to the audience and the nature of the information.
- **Managing relationships** – Able to build and maintain effective working relationships with a range of people.

Application submission

To apply, candidates should submit their CV and a cover letter in PDF format to recruitment@ss.bbcmediaaction.org. Alternatively, applications can be delivered at BBC Media offices at Goshen House, along Airport Road in Juba. Applications must also include certified copies of the applicant's national ID and academic certificates. Please ensure the job title is clearly indicated in the subject line of the email.

(A job description is a written statement of the essential characteristics of the job, with its principal accountabilities incorporating a note of the skills, knowledge and experience required for a satisfactory level of performance. This is not intended to be a complete, detailed account of all aspects of the duties involved.)

