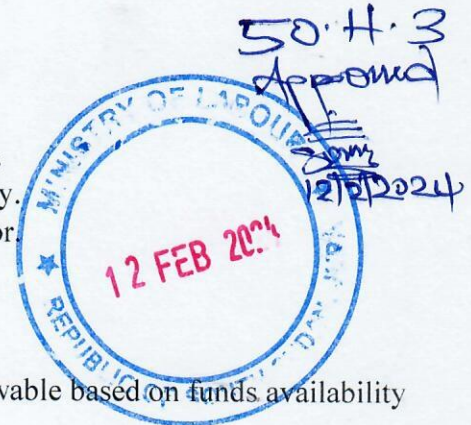




## National Empowerment of Positive Women United (NEPWU)

<b>Job Title:</b>	<b>Finance Officer</b>
<b>Country program:</b>	South Sudan
<b>Location of the Position:</b>	Juba with frequent field visits
<b>Position Opened for:</b>	South Sudanese National Only.
<b>Reporting to:</b>	Finance & Admin Coordinator.
<b>Desired Start Date</b>	ASAP
<b>Advertised date</b>	12 <sup>th</sup> February, 2024
<b>Closing date for Application:</b>	29 <sup>th</sup> February, 2024
<b>Contract type:</b>	Full-time, for One Year renewable based on funds availability



National Empowerment of Position Women United (NEPWU) is a National Non-Governmental Organization of women and girls living with and affected by HIV in South Sudan. NEPWU was established in 2013 with support from SSAC, UNAIDS and UN Women. This was in accordance with the decision by the UNAIDS as articulated by its Global Plan (2011), to put women living with HIV at the Centre of the HIV response so as to stop new HIV infections among children and to keep their mothers alive.

NEPWU is seeking for qualified South Sudanese **Finance Officer** from a reputable institution to undertake the following duties: - NEPWU is committed to achieving workforce diversity in terms of gender, culture and Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strict confidence. **NEPWU does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.**

NEPWU Finance Department is responsible for all financial functions in the ten states in South Sudan, including accounting, payments and banking, payroll, budgeting, financial reporting, and grant financial management and compliance. NEPWU Finance Department ensures compliance with donor regulations as well as NEPWUs' internal policies and procedures. In its role as a support to the Program Department, the Finance Department provides timely reports and assistance to the Program Coordinator and the Program team to ensure that financial resources are used efficiently and effectively.

### GENERAL POSITION SUMMARY:

Working in the Finance Department of NEPWU under the direction of Finance and Admin Coordinator, the Finance Officer will assist in the accounting and documentation of all financial transactions in timely and accurate manner. Finance Officer will be based in NEPWU HQ shared responsibilities for the NEPWU Coordination office but with particular focus for the finance and accounting of NEPWU field office.



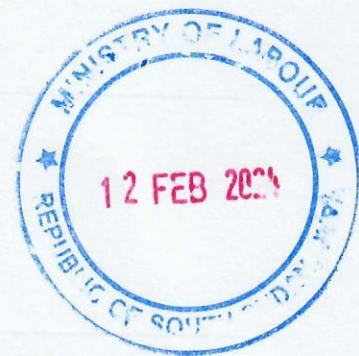
## ESSENTIAL JOB FUNCTIONS:

- Ensure adherence of financial transactions of the Field Office to NEPWU financial policies & procedures, donor terms & conditions and Government policies.
- Maintains up-to-date and accurate recording of financial transactions on the day-to-day basis.
- Record all Bank financial transactions of NEPWU Office regularly to Bank batch and reconcile bank balances.
- Ensure timely settlement of advances disbursed from NEPWU office.
- Ensure availability of budget in an approved grant for every expenditure.
- Analyze and code financial transactions per NEPWU financial, procurement, personnel, and administrative policies and procedures, donor terms and condition, government regulations, and generally accepted accounting principles.
- Maintain proper and adequate documentation of financial transactions.
- Assists and support program personnel in relation to handling financial aspects of program activities.
- Assist the Finance & Admin Coordinator on a monthly submission of Field Office Financial reports to Program Coordinator.
- Prepare the monthly bank reconciliations.
- Maintain the bank file, ensuring that all bank information is properly filed and updated.
- Maintain the lease, rental, and preferred supplier agreements file and ensure timely settlement of obligations associated with these contracts.
- Make sure that all supporting documentation is prepared and filed according to NEPWU procedures.
- Prepare scanned documents of vouchers and other supporting documents as required for the weekly financial review and posting.
- Make sure that all supporting documents are stamped (paid stamp).
- Conduct himself/herself both professionally and personally in such a manner as to positively acknowledge NEPWU.
- Any other duties as assigned by your supervisor.

## KNOWLEDGE AND EXPERIENCE:

### Qualification and Key Competencies

- Must be a CPA finalist; degree in accounting/ finance will be an advantage.
- Strong computer skills in MS Office programs, particularly Excel.
- Familiarity with computerized, double-entry accounting software.
- Strong organizational skills as well as attention to detail.
- The ability to analyze, interpret and comment on policy rules and regulations.



- Excellent communication skills, teamwork and building partnerships.
- Confidentiality is critical. • Certificate of Good Conduct.
- Excellent oral and written English skills.
- Qualified women candidates are encouraged to apply

#### SUCCESS FACTORS:

A clear understanding of finance and procurement ethics as well as the willingness and ability to enforce compliance with NEPWU and donor policies and procedures is essential. The ability to interact effectively with staff members is required. A demonstrated ability to work quickly and accurately, meet deadlines and process information in support of changing program activities is necessary.

Interested and qualified candidates should:

Submit their current CV and motivation letter not later than 29<sup>th</sup> February, 2024 indicating Position and Location by email to: [hr.nepwu@gmail.com](mailto:hr.nepwu@gmail.com) or by hand deliver to: NEPWU Head Office in SSAC Compound, Juba, located in Jebel Kujur Yei Road  
Help line +211924344850 /+211922118081

