Location:
Juba, Gudele 1, Block IV, Plot No. 1784,
off-Gudele Road, along 7 Eleven Supermarket
Road, next to Big Ben Primary School

MINISTRY OF LABOR
23 NOV 2026
REPUBLIC OF SOUTH SUDAN

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Approved by A/Director
MAC-RSS/J7
23/11/2026

JOB ADVERTISEMENT FOR THE POSITION OF HEAD OF FINANCE & GRANTS

Introduction

Coalition for Humanity (CH) is a national non-profit organization committed to addressing humanitarian and development challenges facing vulnerable communities across South Sudan. Headquartered in Juba, CH implements programmes in Unity State, Ruweng Administrative Area, Upper Nile State, Jonglei State, Central Equatoria State, Eastern Equatoria State, Greater Pibor Administrative Area and Northern Bahr el Ghazal State.

CH works across Protection, Gender-Based Violence, Child Protection, Food Security and Livelihoods, Water, Sanitation and Hygiene, Health and Nutrition, Shelter and Non-Food Items, Peacebuilding, Governance, and Housing, Land and Property. Its work focuses on protecting lives, promoting dignity and strengthening community resilience through locally informed, accountable programming.

CH seeks a qualified and experienced **Head of Finance & Grants** to lead financial management and grants oversight, strengthen internal controls and support the responsible use of resources. The role will provide strategic financial guidance to management and programme teams, ensure reliable financial reporting and donor compliance, and contribute to CH's institutional growth and financial sustainability.

Position Specifications

Job Title: Head of Finance & Grants
Duty Station: Juba, South Sudan, with field travel as required
Department: Finance
Reports To: Executive Director
Supervises: All Finance Department staff, including the Senior Finance Officer, Finance Officers, Finance Assistants and field finance support personnel.

Job Summary

The Head of Finance & Grants will provide strategic leadership for CH's financial management and oversight of grant finances, ensuring sound financial planning, reliable reporting, effective internal controls and responsible stewardship of resources across headquarters and field operations.

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Reporting to the Executive Director, the postholder will lead organizational budgeting, accounting, treasury, donor financial compliance, audits, statutory obligations and

finance systems. The role will oversee grant budgets, expenditure monitoring, financial reporting and close-out, working closely with programme, grants and operations teams to ensure funding is used for its intended purposes and in accordance with donor agreements.

As a member of senior management, the Head of Finance & Grants will advise on financial sustainability, liquidity, cost recovery, funding risks and the financial implications of strategic decisions. The postholder will lead and develop the finance team, strengthen financial management across field offices and promote timely, practical financial support to programme delivery while maintaining independent review and approval controls.

Key Responsibilities

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1. Strategic Financial Leadership and Governance

- Lead CH's financial strategy in alignment with its Strategic Plan, programme priorities and funding commitments.
- Advise the Executive Director and senior management on financial performance, liquidity, reserves, cost recovery, funding concentration and emerging risks.
- Provide financial analysis for new projects, partnerships, field operations and other significant organizational commitments.
- Lead the implementation and periodic review of financial policies, procedures and controls, submitting proposed changes through CH's approval process.
- Present financial reports and recommendations to management and the Board, highlighting risks, funding gaps and decisions requiring action.
- Ensure financial decisions remain within CH's delegated authority and maintain appropriate separation of preparation, review, approval and payment responsibilities.

2. Organizational Budgeting and Financial Planning

- Lead preparation of the annual organizational budget, consolidated project budgets and periodic forecasts with programme and support departments.
- Establish budgeting timelines and review submissions for accuracy, affordability and alignment with strategic priorities.
- Assess staffing, shared costs, capital expenditure, field operating costs, inflation and foreign exchange assumptions.
- Monitor expenditure, commitments, burn rates and projected funding gaps, recommending timely corrective action.
- Ensure budget revisions and reallocations receive the required internal and donor approvals before implementation.
- Develop financial scenarios to support resource allocation, operational continuity and sustainable growth.

3. Grants Financial Management and Donor Compliance

- Oversee the financial management of grants from proposal development and award inception through implementation, reporting and close-out.

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- Review funding agreements to identify financial conditions, eligible costs, reporting deadlines, cost-sharing obligations and audit requirements.
- Work with programme and grants teams to translate donor conditions into practical budget controls and reporting schedules.
- Monitor grant expenditure, commitments and forecasts to identify underutilization, overspending, unsupported costs and compliance risks.
- Ensure expenditure allocations are supported by appropriate records, reflect the benefit received by each project and avoid duplicate charging.
- Review financial implications of grant amendments, extensions and changes in implementation plans.
- Coordinate financial close-out, including outstanding obligations, advances, final reports, unspent balances and donor-funded assets.
- Support financial due diligence and monitoring of implementing partners and subrecipients, where applicable.

4. Proposal Budgeting and Cost Recovery

- Lead the financial development and review of funding proposals in collaboration with programme, grants and operations colleagues.
- Prepare realistic, fully costed budgets supported by clear assumptions and budget narratives.
- Ensure proposals adequately provide for staffing, operational support, compliance, monitoring and other essential delivery costs.
- Maintain consistent costing approaches and shared-cost allocation methods across proposals and projects.
- Identify co-financing requirements, exchange-rate exposure and potential unfunded obligations before submission.
- Monitor recovery of organizational support costs and recommend measures to address shortfalls.

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5. Accounting and Financial Reporting

- Oversee accurate and timely recording of financial transactions across headquarters and field offices.
- Maintain an appropriate chart of accounts and project coding structure to support organizational and donor reporting.
- Lead monthly, quarterly and year-end closing processes, ensuring reconciliations and adjustments are completed and reviewed.
- Prepare consolidated management accounts and review donor financial reports against accounting records, approved budgets and grant conditions.
- Monitor receivables, payables, accruals, prepayments and staff or partner advances, ensuring timely resolution of outstanding balances.
- Ensure financial reports are supported by reliable records and submitted within agreed deadlines.
- Coordinate preparation of annual financial statements and supporting schedules.

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6. Treasury, Banking and Cash Management

- Manage organizational cash-flow forecasting to ensure funds are available for approved programme and operational commitments.
- Coordinate donor funding requests, field transfers and cash replenishments based

on verified requirements.

- Oversee bank and cash reconciliations, investigating unexplained differences and ensuring timely clearance.
- Maintain banking controls, including authorized signatories, secure payment access and independent transaction approval.
- Monitor foreign exchange transactions and exposure, ensuring rates and resulting gains or losses are appropriately documented and recorded.
- Promote secure, traceable payment methods and reduce unnecessary cash handling.
- Ensure donor-restricted funds are used only for their approved purposes.

7. Internal Controls, Risk Management and Fraud Prevention

- Maintain effective financial controls across headquarters, field offices and relevant partner arrangements.
- Conduct periodic control reviews and risk-based field visits to identify weaknesses and agree corrective actions.
- Monitor compliance with expenditure authorization, procurement, payment and supporting-document requirements.
- Strengthen controls over payroll, advances, cash transfers, assets and related-party transactions.
- Promote compliance with CH's anti-fraud, anti-bribery, conflict of interest and applicable AML/CFT requirements.
- Escalate suspected fraud, irregularities and material control breaches promptly through established reporting channels.
- Maintain records of significant financial risks, approved exceptions and corrective actions, tracking them through to closure.

8. Audit and Assurance

- Coordinate institutional, project and donor audits, including preparation of schedules, reconciliations and supporting documentation.
- Ensure auditors receive timely access to complete records and relevant staff.
- Coordinate management responses to audit findings and agree practical corrective actions with responsible departments.
- Monitor implementation of audit recommendations and report unresolved issues to management.
- Support donor reviews, partner assessments and other assurance exercises.
- Strengthen audit readiness through orderly records and routine review of financial documentation.

9. Payroll, Statutory Obligations and Staff Costs

- Oversee the financial review of payroll in collaboration with HR, verifying consistency with approved contracts, salary structures and authorized adjustments.
- Review payroll calculations, deductions, benefits and payment schedules before submission for approval.
- Ensure staff costs charged to projects are supported by appropriate time or allocation records and comply with funding conditions.
- Oversee applicable tax withholding, statutory contributions, filings and

remittances within required timelines.

- Maintain reconciliations and supporting records for payroll deductions, liabilities and payments.
- Seek appropriate clarification or advice on uncertain statutory requirements and escalate material compliance concerns.

10. Procurement and Asset Financial Oversight

- Verify budget availability and financial compliance for procurement commitments in line with CH's approval matrix.
- Provide independent financial review of procurement evaluations and exceptions without compromising segregation of duties.
- Ensure payment documentation demonstrates that goods, services or works have been received and accepted.
- Coordinate reconciliation of asset records with accounting records, including acquisitions, transfers, depreciation and disposals.
- Review the financial implications of asset losses, write-offs and disposal proposals.
- Ensure donor-funded asset transactions and project close-out arrangements comply with applicable agreements.

11. Finance Systems and Information Management

- Oversee the effective use of accounting systems and improve the accuracy, consistency and accessibility of financial information.
- Maintain appropriate system permissions, approval controls and audit trails.
- Strengthen links between finance, payroll, procurement, grant monitoring and management reporting processes.
- Support system improvements and automation, ensuring changes are tested, authorized and documented.
- Ensure financial records are securely stored, backed up and retained in accordance with CH policies and applicable obligations.
- Protect confidential payroll, banking, supplier and donor information.

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12. Team Leadership and Capacity Strengthening

- Lead, supervise and develop finance staff across headquarters and field locations.
- Establish clear responsibilities, performance objectives and service standards for the finance function.
- Provide coaching, technical guidance and regular performance feedback.
- Identify skills gaps and coordinate training for finance staff, budget holders and relevant partner personnel.
- Promote constructive collaboration between Finance, Programmes, Grants, Operations, HR and Procurement.
- Maintain effective delegation, handover and absence-cover arrangements to support continuity.
- Foster professional integrity, accountability and a supportive working environment.

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13. Representation, Safeguarding and Organizational Accountability

- Serve as a senior financial focal point for donors, auditors, banks and relevant authorities, within delegated authority.
- Communicate financial requirements and risks clearly to non-finance colleagues and external stakeholders.
- Uphold CH's Code of Conduct, safeguarding, PSEAH, confidentiality and non-discrimination requirements.
- Ensure finance practices protect staff, partners and communities from exploitation, abuse and misuse of resources.
- Report suspected misconduct promptly and support authorized follow-up while maintaining confidentiality.
- Perform other duties assigned by the Executive Director that are consistent with the role.



Requirements

a) Education and Experience

- Master's degree in accounting, Finance, Financial Management or a closely related discipline is required.
- A recognized professional accounting qualification, such as ACCA, CPA or equivalent, is required.
- At least eight years of progressively responsible finance experience, including substantial senior management responsibility within an NGO or humanitarian organization.
- Demonstrated experience leading organizational budgeting, financial reporting, audits, internal controls and financial management across multiple grants.
- Proven experience managing finance teams across headquarters and field locations and advising executive leadership on financial performance, risks and decisions.
- Strong knowledge of donor financial requirements, expenditure eligibility, cost recovery, budget revisions and grant close-out.
- Experience using accounting systems (ERP) and advanced spreadsheets for financial analysis, forecasting and reporting.
- Excellent written and spoken English. Knowledge of South Sudan's operating context and relevant local languages is an added advantage.

b) Core Competencies

- Strategic financial planning, budgeting, cash-flow forecasting and resource allocation.
- Strong technical accounting, financial reporting and internal control expertise.
- Ability to interpret grant agreements and translate donor conditions into practical financial controls.
- Ability to analyse complex financial information and communicate clear recommendations to non-finance colleagues, senior management and the Board.
- Strong audit coordination, financial risk assessment and corrective-action management.
- Ability to improve finance systems, processes and reporting tools.
- Effective team leadership, coaching, delegation and performance management.

- Strong planning skills and the ability to manage competing deadlines across multiple projects and locations.

c) Behavioral Competencies

- High standards of integrity, confidentiality and professional accountability.
- Sound judgment and the confidence to challenge unsupported transactions constructively.
- Ability to make timely decisions under pressure while respecting delegated authority and independent review.
- Collaborative working style and the ability to build productive relationships across departments and with external stakeholders.
- Cultural sensitivity, respect for diversity and commitment to equitable and inclusive practices.
- Adaptability and a practical approach to resolving challenges in complex operating environments.
- Commitment to humanitarian principles, safeguarding, PSEAH and responsible stewardship of resources.

Organizational policies & safeguarding

Coalition for Humanity (CH) maintains zero tolerance for sexual exploitation, abuse and harassment, child abuse, fraud, bribery, corruption and other misconduct. All staff must comply with CH's Code of Conduct, Safeguarding, PSEAH, Anti-Fraud and Corruption, Conflict of Interest, and Data Protection policies. These obligations apply during official duties and outside working hours, as specified in the relevant policies.

The Head of Finance & Grants must model ethical leadership, protect confidential information, maintain professional boundaries and ensure that financial decisions and processes do not facilitate exploitation, coercion or misuse of resources. The postholder must promptly report suspected misconduct through CH's designated channels and support a working environment where concerns can be raised without fear of retaliation.

Staff must remain fit for duty and must not perform official responsibilities while under the influence of alcohol, illegal drugs or other substances that impair judgment or performance. Breaches of CH policies may result in disciplinary action, including termination of employment.

Appointment is subject to satisfactory reference checks, screening, completion of required declarations and acceptance of CH's Code of Conduct. Mandatory induction and regular refresher training form part of CH's safeguarding and accountability requirements.

Disclaimer

This advertisement outlines the principal responsibilities and requirements of the Head of Finance & Grants position. It is not an exhaustive list of duties. CH may revise responsibilities or assign additional tasks consistent with the role's seniority, professional scope and operational needs.

Application

Interested candidates should submit an application letter explaining their suitability for the role, an updated CV, copies of academic and professional qualifications, identification documents, and contact details for **three professional referees**, including email addresses, in **one PDF document**.

Applications should be sent to jobs@ch-int.org, with **"Head of Finance & Grants"** as the email subject, by **14th December 2026 05:00 pm South Sudan time.** Hard copy application can be delivered to our Head office in Gudele 1, Block IV Off-Gudele Road, along 7-Eleven Supermarket Road, Next to Big Ben Primary School

CH is an equal-opportunity employer. Qualified women and persons with disabilities are encouraged to apply. Applicants requiring reasonable adjustments during the recruitment process may contact jobs@ch-int.org.

Only shortlisted candidates will be contacted. CH does not charge fees at any stage of recruitment.

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