

JOB VACANCY.

ForAfrika: Founded in 1984, ForAfrika is an Africa-based international relief and development organization working to save lives, overcome poverty and create sustainable living within the continent of Africa. Today, ForAfrika operates across seven countries running programs in Food Security, Nutrition, Education, Health, WASH, and Economic Recovery. In South Sudan, ForAfrika began operations in 2002 with programming spanning across five states in Jonglei, Unity, Northern Bahr el Ghazal, Warrap, Greater Pibor Administrative Area and Central Equatorial. ForAfrika's integrated programming focuses on three pillars: 1) Saving Lives; 2) Promoting Early Recovery and 3) Promoting Community Resilience.

Job Title	Finance and Administration Officer
Department	Finance
Reports To (Function)	Area Manager
Location	Aweil East
Number of Position	01

PURPOSE OF THE POSITION

(The main reason for the position, in what context, and what is the overall end result)

The Finance and Administration Officer is responsible for providing financial and administrative services to ensure effective, efficient, and accurate financial and administrative operations. The Finance and Administration Officer must comply with the Financial & Administration procedures, Generally Accepted Accounting Principles, and ForAfrika Financial Regulations, Policies, and procedures.

SCOPE (The way that the position contributes to and impacts ForAfrika)

The Finance and Administration Officer reports directly to the Area Manager with a functional report to the Zonal Finance and Grants coordinator/ Grants Accountant.

The position is responsible for processing and monitoring payments and expenditures, and preparing and monitoring the payroll projects in the Area Program. Providing these services effectively and efficiently will ensure that ForAfrika's finances are accurate and up to date, that staff are paid in a timely and appropriate manner, and that vendors and suppliers are paid within established time limits.

RESPONSIBILITIES (Major responsibilities and target accomplishments expected of the position, including the typical problems encountered in carrying out the responsibilities.)

1. Perform the day-to-day processing of financial transactions to ensure that ForAfrika's Project finances are maintained in an effective, up-to-date, and accurate manner.

Main Activities:

- Verify that transactions comply with financial policies and procedures
- Prepare, verify, and process invoices and coding payment documents
- Issue a Cash advance to the designated project Officers and record cash/advance disbursement journals using Sage Intacct
- Ensure 100% compliance with the advance management policy by all project staff and to record all cash-ins daily
- Performance of reconciliations: Both the Cash on Hand and the Staff Advance
- Daily recording of transactions on Sage Intacct- No Cash is issued without full approved requests and a signed Sage Journal printout
- Monthly reconciliations MUST be shared with the Head of Finance not later than the 8th of the following Month together with the fully signed Cash Count certificate
- The finance and Administration Office must ensure that all liquidations submitted through Sage are thoroughly reviewed by the Area Manager and Zonal Finance and Grants coordinator/ Grants Accountant before posting is done.
- Manage Project Cash and Staff salaries transferred to the field
- Maintain a filing system for all staff and financial documents
- Ensure all financial transactions are properly filed in Sage Intacct on transaction basis
- Support the HR function to confirm salaries, benefits and follow up on payments within the last Week of the month

2. Provide administrative support in order to ensure effective and efficient office operations Main Activities:

- Maintain proper inventory of all Office supplies and commodities
- Monitor and order office supplies
- Review purchase requisitions and ensure proper procurement processes and procedures are followed at all times
- Review travel and accommodation advances for staff
- Review and verify travel claims
- Maintain a filing system for all staff and financial documents
- Ensure all financial transactions are properly filed in Sage Intacct on transaction basis
- Ensure the confidentiality and security of all financial and employee files
- Add support to logistics and fleet coordination

3. Perform other administrative-related duties as required

KNOWLEDGE, SKILLS AND ABILITIES

(The knowledge, skills, and attitudes required for satisfactory job performance) Knowledge

The incumbent must have proficient knowledge in the following areas:

knowledge of office

- Accounting/ Project accounting and reporting and cash management
- Knowledge of accounts payable, accounts receivable, and maintaining general ledgers
- Knowledge of payroll functions and procedures
- Ability to maintain a high level of accuracy in preparing and entering financial and payroll information
- Support with monthly justification for budget variance and operations during budget review meetings.
- Confidentiality concerning financial and employee file
- System knowledge and ability to learn faster
- Donor Compliance & Financial Policies
- Procurement & Asset Management Procedures



To Apply: Qualified candidates are encouraged to submit their full CV with a covering letter, copies of academic credentials and copy of nationality Identification card. Hand Delivery Juba Office At UAP EQUATORIA Tower 4th Floor or Aweil East Sub office address to Area Manager for Afrika or by email to recruitment.ssd@forafrika.org Please clearly mark the position title and the location. **Deadline for submission: 31 July 2026.**

Forafrika is an Equal Opportunity Employer Forafrika considers all applicants on the basis of merit without regard to race, sex, color and Religion.

NB: FEMALE APPLICANTS ARE STRONGLY ENCOURAGED TO APPLY

