



## Job Description

**Position Title:** Finance & Admin Officer  
**Location:** Juba-South Sudan  
**Reports to:** Finance & Admin Manager  
**Contract Type:** National



## ORGANISATION

**Young Women Christian Association (YWCA) South Sudan**, was as established in 1997 with group women's in the local Anglican Church of Yambio town in Western Equatorial region of South Sudan. The organization has been focused to ensure Women, girls and youth in South Sudan are empowered, achieved Justice, peace, health, human dignity and sustainable environment and to develop their leadership skills and values to effectively participate in nation Building.

## OPERATIONAL CONTEXT/ROLE:

The Finance and Admin Officer (F&AO) is the overall responsible person for finance and admin in the YWCA Office in consultation with Finance Manager. The F&AO oversees all the financial aspects. S/he is directly accountable to the Finance & Admin manger and works as part of the Juba Office Team in close collaboration with the Programs Officer. S/he works with senior management personnel in each project (Programs Manager and Finance Manager) at the same time liaising with relevant staff in the national Office. The role encompasses a range of responsibilities from project start up to closure, managing funding flow and contributing to evaluation processes.

## Key Responsibilities include; -

### Finance and Accounting

- Ensures compliance with all finance, procurement and asset management policies.
- Post all financial documents into YWCA accounting software and ensure completeness of the entry process.
- Ensure all invoices are register and or capture using appropriate register, and produce monthly report on the accounts payables/ commitments to Finance Manager.
- Implement an internal control procedure in according to YWCA internal control Manuel and specific requirement of the projects with appropriate checks and balance to ensure that YWCA "processes and rules" (P+R) in financial management and accounting records keeping are respected.
- Maintain a list of complete and accurate financial records including all supporting documents.
- Oversee cash box and cheques and ensure regular cash counts are carried on time.
- Ensures timely payment of staff salaries, contractors and other expenditures.
- Verifies supporting documents to ensure completeness before payments.
- Ensures proper records are kept, maintain the books of accounts, i.e. ledger, sub-ledger, cash book and all other records as required; Maintains the filing system for all financial and accounting documents and transactions, and prepares periodic financial reports and submit for review;
- Manages bank and cash accounts, ensure sounds liquidity plan and ensures bank and cash reconciliations are done systematically.
- Ensure that all statutory requirements are met on time.





### Assets logistics and procurement

- Supervise assigned staff in the area of operation and provide necessary technical support
- Assist the procurement focal person in asset counting and registering into YWCA asset list

### Project

- Travels to the project locations in order to provide field support
- Ensures that YWCA project teams implement and maintain the use of YWCA national finance templates, reporting policies and tools
- Trains and provide technical advice to project personnel in use of finance tools and monitors progress.
- Provides technical advice, support and assistance to Assistant finance both Yambio & Juba, and where appropriate other project personnel in field offices on issues related to financial management and internal controls, as well as financial regulations, rules, policies and procedures, including segregation of duties and delegation of authority;
- Provides assistance and advice to the Finance Manager and Human resources in the recruitment of YWCA staff (at country and project level) to perform financial functions
- In coordination with the relevant project staff, ensure that project/program expenses are incurred consistent with grant agreements and grant budgets;

### Key performance Indicators - KPI

- On time consolidated reporting of YWCA finances with appropriate analysis
- Timely reports to finance Manager.
- Supervision and follow up of regular reconciliation of advances accounts in YWCA
- Implementation of resolution of finance-related issues and/or risks during field support missions
- Effective and responsive communication / networking with the national staff and external stakeholders
- Effective management and report of unrestricted funds of YWCA

### Qualifications and experience:

- A University degree in Accounting, Finance, Business administration, or related areas; **or CPA part I will be an advantage**
- **Knowledge of accruals, prepayments and GAAP is required**
- At least four (4) years of professional experience working in a finance-related role;
- Professional experience in a similar capacity with international, non-profit organizations.

### Languages

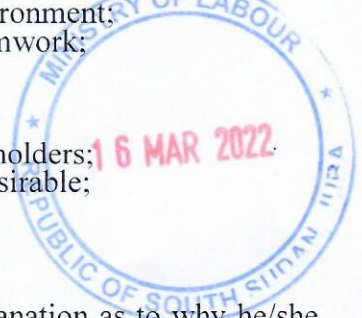
- Excellent written and verbal communication skills in English; professional working knowledge of Arabic is highly desirable;





## Required Skills and competencies

- Proficiency in Microsoft Excel and one or more internationally-recognized accounting systems;
- Prior experience in accounting, book keeping procedures, account reconciliation and data analysis;
- Comprehensive knowledge of concepts, practices and procedures relating to accounting, financial controls and financial information systems;
- Strong knowledge of laws and regulations that have an impact on financial analysis and management controls;
- Good ability in preparing financial reports such as statement of financial position, comprehensive income, changes in accumulated fund, cash flow
- Self-direction, creativity, and follow up skills to ensure work is accurate and deadlines are met;
- Ability to prioritize and manage tasks simultaneously in a fast-paced environment;
- Ability to work in a multicultural environment and promote effective teamwork;
- Strong management, analytical and interpersonal skills;
- Good organizational skills and high attention to detail;
- Ability to manage and mentor finance staff effectively to grow capacity
- Ability to work with and maintain good relationships with multiple stakeholders;
- Demonstrated experience in working in developing countries is highly desirable;
- Willingness to work and travel in challenging environments.



## How to apply:

- The Applicant must provide CV as well an application letter with an explanation as to why he/she would like to work for YWCA South Sudan, and why you believe you are the best candidate for this position. Contact details including phone number and address plus three references (one of these should be your current or most recent employer) are essential. In addition to that candidates are required to share their salary requirement or expectation
- All applicants must have a valid south Sudan Nationality.
- Please do not submit original certificate. Submitted application documents will NOT BE RETURNED.
- Application must be submitted not later than **6<sup>th</sup> April 2022** by email [ywcassrecruit@gmail.com](mailto:ywcassrecruit@gmail.com) clearly marked "**Finance and Admin Officer**"

**Note: Due to the agency of this position the applications will be reviewed on a rolling bases, therefore YWCA South Sudan deserve the right of filling the position before the deadline.**

**Qualified female candidates are STRONGLY encouraged to apply**

