

DUTIES AND RESPONSIBILITIES

Financial Management:

- I. Ensure maintenance of proper books of Accounts for Juba office in liaison with the Finance Controller
- II. Write vouchers and entering them into the Agresso accounting package (or any other subsequently approved by SF)
- III. Safe custody of cash and to operate an imprest system where authorized float is maintained.
- IV. Preparing monthly cash count certificate and submit to Finance Controller by the end of first working day following the month.
- V. Preparing monthly bank reconciliation statements and submit to Finance Controller by 8th day following the month
- VI. Periodically provide financial training / technical assistance for SF Partner Accountants in financial management and use of agreed accounting package e.g. Bushsoft.
- VII. Manage the Accounts' Department filing system, ensuring that the payment vouchers are serially filed in line with SF policies and guidelines.
- VIII. Manage the petty cash, record all receipts and payments in an accounting package and reconciling with the cash on hand at the end of each day. Ensuring that all petty cash payments are approved.
- IX. Ensure that all expense forms are supported by receipts/other back up documentation.
- X. Should be conversant with the South Sudan statutory requirements, handling NSIF and PIT and making sure the payments are remitted in a timely manner.
- XI. Prepare cash control reconciliation monthly.
- XII. Timely payment of suppliers ensuring that all claims are paid within one week from date of submission.
- XIII. Payment of staff statutory deductions (e.g. PIT) by 15th day following the month.
- XIV. Maintaining the Inventory controls and updating the asset register at least every six months.
- XV. Train in Bushsoft Accounting package to be able to confidently support partners.
- XVI. FAO will be an agent to the banks for the purposes of bank withdrawals, deposits, and bank statements collection.
- XVII. Any other duties as may be directed by the Finance Controller

Performance Standards:

- I. Assist the Finance Controller in preparation of monthly financial reports and backups.
- II. Petty cash count certificates verified and signed by Finance Controller or the CTL, or any other senior staff e.g. the FAM and RD when it is deemed necessary.
- III. Ensure proper petty cash accountability with approved and authorized supporting vouchers.
- IV. Ensure timely reservations/bookings when necessary.



- V. Proper maintenance of an assets' inventory. Assets should be clearly engraved.
- VI. Timely payment of staff statutory deductions and other supplier claims.
- VII. Ensure adequate support documents on all SF payment made.
- VIII. Ensure that the use of all SF vehicles and staff leaves taken are well-logged and/or documented.

QUALIFICATION AND PROFESSIONAL EXPERIENCE

- Bachelor's degree in finance, accounting and grants management, or any other related field.
- Specialized training in finance and accounting is an asset.
- At least 3 – 5 years professional experience in a similar position.
- Ability to respond effectively to time sensitive demands and inquiries.
- Must be able to plan, prioritize, and manage their own activities and office workflow even when working under tight deadlines.
- Must be willing and able to adapt to changing work requirements and priorities that may require overtime or extended hours.
- Knowledge of HR functions (pay & benefits, recruitment, training & development etc.)
- Understanding of Labor laws and disciplinary procedures.

HOW TO APPLY

Interested candidates who meet the above qualifications should submit their applications to Stromme Foundation by **May 15, 2026**, via Visma Recruitment <https://recruit.visma.com/spa/public/apply?guidAssignment=27fbe3e1-8880-49d6-ab90-b399d455478f&description=True>. Interested candidates must submit **one (1) page Cover Letter** highlighting why they are the most competent and qualified together with a **Curriculum Vitae of not more than four (4) pages**. In your CV, with evidence and prove of success, please indicate your achievements in previous work performed. Stromme Foundation will not accept generic CVs with no clear expression of competence and experience linked to past performance record.

All candidates must include minimum of three referee contacts (emails, and reachable cell phone and WhatsApp contact) for the following (1) immediate or current Supervisor, (2) Human Resource Manager and (3) past direct Supervisor. **Any CV received without this information will not be accepted.**

Click on this link to apply

<https://recruit.visma.com/spa/public/apply?guidAssignment=27fbe3e1-8880-49d6-ab90-b399d455478f&description=True>

Hardcopy applications should be dropped at the **Reception at Aptech Africa Building, Hai Cinema Road, Juba South Sudan.**

