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19/04/2024

MINISTER OF LABOR
REPUBLIC OF SOUTH SUDAN
19 APR 2024

JOB ADVERTISEMENT

April. 19th.2024

Job Title	Finance Assistant Volunteer (full time)
Location	Juba, South Sudan
Supervisor	Finance officer
Duration	6 Months
Start Date	As soon as possible

BACKGROUND

Women for Change (WFC) is a national non-governmental organization (NNGO) formed in 2016 and legally registered in 2018 by a group of South Sudanese women from various diversity and experiences, with a feeling of supporting the well-being and economic stability of widows, school dropout and children suffering from the intentional and unintentional cause. As women and child-centered-humanity-driven organization, WFC has been heavily involved in implementing Protection, Advocacy and Peace building and sustainable livelihood programs in Central Equatoria State, Eastern Equatorial State, Warrap State, Northern Bar Gazel State and Jonglei State.

ROLE OVERVIEW

The Finance Assistant Volunteer will be responsible for financial activities of Women for Change. The major financial duties and responsibilities of the AFA include accounting, software operation, reporting and documentation, cash flow/fund management, compliance, etc.

Key Responsibilities:

1. Financial Duties and Responsibilities

A. Accounting

- Support in finance and administration department in the project
- Prepare the finance reports



- Collect, cheque, register and keep track of all order forms, incoming and outgoing invoices, travel claims, according to Nepal law and internal procedures.
- Make cash and bank reconciliation every month.
- Comply with WFC Accounting principles as compiling pertinent financial document in organized manner.
- Prepare payroll of staffs monthly by coordinating with the Finance and Admin Officer
- Conduct the internal audits of project, monitoring the transaction of the requisition and cash flow.
- Support project audit done by donor as well as Annual organization annually.

B. Software Operation

- Keep updated record of all financial transactions in the financial software

C. Reporting and Documentation

- Support in prepare monthly financial report by first week of succeeding month.
- Submit financial report to donor organization on given deadline.
- Track activity level budgets and report to concern Authority.

D. Cash Flow/Fund Management

- Support in Maintaining cost effectiveness and keep track of budget allocation as per activities.
- Complete daily financial transaction under the supervision of Project Lead
- Handle cash and treasury operations with advanced use of spread sheets for tracking expenses and payroll system with tax applications, controls for ensuring proper transactions.

E. Compliance

- Implement financial policies, procedures, and directives of the organization.
- Comply with the national accounting and financial policies and procedures.
- Cross verifies (compliance and relevancy) all financial transactions of project office



Other Duties

- Perform any other duties and responsibilities as assigned by supervisor.

QUALIFICATION

1. Bachelor's degree in business management from a recognized Institutions/University with specialization in Accounting. and Other relevant certifications will be considered as added advantage with a Minimum of 2 years of experience in a professional financial and accounting role, including at least a year with an International Implementing Partner or Non-Governmental Organization.
2. Excellent knowledge in financial software such as Quick books.
3. Experience in liaising with other organizations and government officials.
4. IT literate, with good report writing skills and proficiency with Microsoft Office applications.
5. Fluent in spoken and written English (Arabic an advantage)
6. Flexible, creative, and prepared to work effectively to meet deadlines in a demanding work environment.
7. Must be a South Sudanese with proof of national ID attached to the applications.

APPLICATION PROCESS



Interested applicants should submit a **maximum 4 page updated Resume** and **one page cover letter** addressing to the **HUMAN RESOURCE DEPARTMENT, WOMEN FOR CHANGE (WFC)** stating how you meet the eligibility criteria along with supporting documents by the deadline of **May 9th .2024, at 5:00PM**. Applications should be hand delivery to our physical address at the head office in Gudele Block 7-off 7eleven Supermarket, just after Relax Restaurant or Email to: procurement@wfcsud.org CC: womenforchange10@gmail.com

NB: The Subject line of the application should be clearly mentioned: “@WFC Finance Assistance Volunteer 2024”. For Hard copies should also have the same written on the Envelop. Failure to indicate this, your application will not be considered for review.

NOTE:

DIVERSITY, INCLUSION AND SAFEGUARDING

At Women for Change (WFC), we are committed to creating a diverse and inclusive environment of mutual respect. WFC recruits, employs, trains, and promotes regardless of ethnicity, religion, sex, age, region, or any other basis covered by appropriate law. All employment is decided based on qualifications, competence, integrity, and organizational need.

Women for Change (WFC) has a zero-tolerance on conduct that is incompatible with the aims and objectives including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. All selected candidates will be expected to adhere to WFC's policies and procedures, and the standards of conduct expected of WFC personnel and will therefore undergo rigorous reference and background checks.

Due to the urgency of the assignment screening will be done on rolling basis.

Female Candidates are highly encouraged to apply.

