



*Caring and transforming lives*

P.O BOX 341. Along Airport Road next to China Friendship Hospital

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Open to Internal and External Applicants

Job Title –Finance Officer

**The Position:** The Finance Officer will report to the Finance Manager and will provide support in processing of payments, posting of entries to QuickBooks and managing office petty cash.

**Major Duties and Responsibilities**

- Processing finance transactions in Juba office while ensuring availability of supporting documents
- Maintenance of finance filing systems
- In charge of day today finance services including but not limited to payments for goods and services supplied by suppliers, processing program imprest and staff advances
- Support production of periodic field financial reports (monthly, quarterly etc) as indicated in the guidelines and in agreement with donors and partners.
- In charge of petty cash, processing of imprests and ensuring appropriate reconciliations are done on a regular basis as per the policy
- Processing of program and staff advances including imprests and per diems
- Performing any other relevant duties assigned by your supervisor from time to time

**Qualifications and Experience**

- At least a bachelors degree in Finance or related field and 2 years work experience in the context of South Sudan
- Professional qualification in CPA/ACCA will be an added advantage.
- Experience using spreadsheet/word processing packages, QuickBooks and other finance management software.
- Good communication skills both written and verbal
- Proven ability to work in a multi-cultural environment and respect local culture
- Excellent written and spoken skills in English, Arabic and local south Sudan languages
- Ability to work under pressure and prioritize assignments.



**We offer:**

- Commencement : As soon as possible
- Duty station: Juba, South Sudan
- Duration of Contract: 3 months contract with possible extension
- Salary / Benefits: According to Care Plus Foundation general directions.

**How to apply:**

*Send your updated Credentials, CV and an application letter which should include your current and expected remuneration and contact details of three work-related referees to [edirector.care.plus@gmail.com](mailto:edirector.care.plus@gmail.com), [CC' program.manager@careplus-southsudan.org](mailto:CC'program.manager@careplus-southsudan.org) OR deliver a hard copy to CPF office located at Airport Road next to China Friendship Hospital near Panorama Hotel.. Closing date for receiving applications is 11<sup>th</sup> March 2022; Late Applications shall not be accepted!*

*Note: Female applicants are highly encouraged to apply!*

*Due to the urgency of this position, all applications will be reviewed on a rolling basis and interviews conducted on a rolling basis*

*Only shortlisted candidates will be contacted.*

