



WORLD UNIVERSITY SERVICE OF CANADA

Job Description

Position Title: OPERATIONS AND FINANCE OFFICER

Position Location: South Sudan, based in Juba

Reports to: Program Manager, WUSC South Sudan

Contract term: Full-time

Application deadline: June 7, 2021

World University Service of Canada (WUSC) is a Canadian non-profit organization with a mission to enhance education, economic opportunities, and empowerment for youth. We work with a diverse network of students, volunteers, institutions, governments, and businesses. Together, we foster youth-centered solutions to overcome inequality and exclusion. WUSC is working in partnership with the Aga Khan Foundation of Canada (AKFC) with funding from Global Affairs Canada (GAC) to implement the Adolescent Girls' Education in Crisis Initiative (AGENCI). This four-year project will focus on enhancing the empowerment of vulnerable refugee and host community girls in South Sudan through life skills, mentorship programs, support to reduce financial barriers, and community engagement. WUSC will work closely with AKFC teams in South Sudan to jointly implement this initiative.

General Duties

The Finance Officer is responsible for providing support to financial and administrative operations of the project, including monitoring transactions, preparing receipts, managing cash, financial reporting and consolidation, and support to administration such as flight and venue bookings and payment of vendors. The Finance Officer will ensure that all financial transactions and processes adhere to the financial policies and procedures of the organization, as well as compliance with donor regulations. Specifically, the Finance Officer is responsible for the following:

- Supporting the project team in developing program budgets (including annual budget planning) and collaborate with Program Manager to ensure that project activities are within the budget allocations;
- Ensuring compliance with organizational decisions, policies and procedures within the team;





- Maintaining the bank file and ensuring that all bank accounts information is properly filed and kept up to-date;
- Preparing monthly advance requests to ensure smooth cash flow and monitor the monthly clearance of partner and staff advances;
- Ensuring the monthly closure of financial records are approved by Program Manager and sent to WUSC Ottawa, as per the WUSC Finance Manual, and conduct month-end balance sheet account reconciliations;
- Review and revise as needed payment requests and expense reports (travel expense reports and operational expense reports) for accuracy and completeness (per policies and procedures), ensuring expense reports are fully approved before payments are made;
- Prepare monthly payroll advance documentation;
- Verify that adequate (original and external) support documents for expenditures, banking transactions, travel claims, procurement, consultant/staff contracts and payroll including tax returns and report to government officials are kept;
- Assist in responding to audit inquiries;
- Supporting WUSC South Sudan staff to book venues and transportation, and facilitate other logistical tasks as required; and
- Perform any other duties, as assigned.

Qualifications:

- Advanced degree in a relevant discipline such as business, finance, accounting, logistics, or management;
- Professional certification or designation in finance or accounting;
- Demonstrated 5 years or more of experience in a finance position in South Sudan for international development stakeholders or projects;
- Strong pro-active communications skills;
- Demonstrated experience in managing financial data (i.e. budget allocations, monitoring);
- Demonstrated experience in maintaining financial records and using financial software (SAGE 50);
- Expertise in managing accounting and billing systems and reporting on project costs; and
- Demonstrated high level written and verbal communication skills in English and ideally at least one other language commonly spoken in South Sudan.

Applications

WUSC offers a dynamic work environment with a diverse intercultural workforce. We offer employees exciting opportunities to apply their skills and gain experience all while making a difference for youth around the world. We believe youth have the potential to provide for their families, build strong communities, and create positive social change for future generations. Employees at WUSC work hard to create lasting change in education, employment and empowerment.

WUSC is an equal opportunity employer. We welcome and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Only those candidates selected for an interview will be contacted. No telephone calls please.

WUSC's Country Office is located at the South Sudan Council of Churches Main Office, Ministries Road, Next to UNHCR Offices, Juba.

If you wish to apply for this position, please follow [this link](#) to register on WUSC's candidate database.

