



**Amani Orphans and Widows
Welfare Services Inc.**
Building Hopes, Recovery and Resilience

Amani Orphans and Widows Welfare Services Inc. (AOWWS-I)

Open Vacancy Announcement - Ref: AO&W/J03/01/2024

Job title: Finance Manager	
Work Location: Juba,	
Department: Finance	
Start Date: Asap	
Duration: 12 months	
Reports to: Executive Director	
Role Dimensions: <ul style="list-style-type: none">• Internal: All Staff and all Project team, Finance, and Operations• External: States Level sections, Local and International NGOs and UN Agencies in the field location	
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
Organizational Background: <p>Amani Orphans and Widows Welfare Services Inc. (AOWWS-I) is a female youth lead, registered and incorporated, social development and non-profit national non-Governmental organization (NNGO), initially established in Australia in the year 2018 and incorporated by the Western Australia Associations Incorporation Act 2015 (Section 10) – IARN: A1024146G then registered by the Australian Charities and Not-for-profits Commission – ABN: 99821785872 and later on registered in South Sudan by the Relief and Rehabilitation Commission (RRC) under chapter 3, section 10 of NGOs Act 2016 in the year 2020.</p> <p>We are primarily focused on the holistic well-being and improvement of socio- economic status of the orphans, widows, underprivileged and disadvantaged community women, elderly, disables, children and youth in South Sudan whilst ensuring harmony with – and protection of – nature; these are largely the direct victims of the protracted conflict and emergencies in the country to date, including those resulting from climate change!</p> <p>Over the time the work of Amani has grown to include a focus on access to health, education, nutrition, FSL/Agriculture, protection/GBV and human rights, environmental and community sanitation. We are dedicated to providing a long-term, and consistent programs with focuses on sustainable projects. Our full-circle approach is an ongoing commitment to break the cycle of selfless survival and empower a community of compassion. We are actively working with some of the hardest-hit communities where the rate of poverty is rife, owing to political strain, cattle rustling and child abduction, slow economic development, inter-communal conflict, and extreme weather conditions.</p>	



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Approved
8/1/2024

Head Office: Wadi Be'sor Compound, Jebel Lemon, before crossing Garang Akok bridge, Sherikat, Juba.

Contacts: +211 (0) 918 555 566/+211 (0) 989 555 566 – Email: info@amani-ss.org

www.amani-ss.org





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Job Summary:

The Finance Manager provides leadership in financial planning, operational, budgeting, internal controls and financial reporting to achieve outstanding performance and growth. The Finance Manager is responsible for implementing effective systems and processes to safeguard financial resources and to provide accurate and complete financial information and analysis to the Senior Management to aid decision making.

Financial Planning and Analysis:

- Develop and manage financial plans, budgets, and forecasts.
- Analyze financial data and trends to provide insights for decision-making.
- Ensure financial Objectives and Key Results (OKRs) and targets are met.
- Lead the development and implementation of systems, policies and procedures to ensure all financial transactions are monitored for conformity with internal controls and in line with the approved governance and financial risk management guidelines

Financial Reporting:

- Organize and submit monthly finance reports
- Prepare quarterly presentations on progress against financial goals, and donor reporting for a range of different stakeholders
- Prepare and present accurate and monthly financial reports to management.
- Prepare donor reports and ensure compliance with terms and conditions of donor agreements and MOU's

Financial Operations:

- Review and approve expense reports per guidelines of the Organization
- Conduct finance training sessions at team meetings
- Implement and maintain effective financial controls and processes.
- Ensure compliance with all relevant statutory and legal requirements.

Bookkeeping and Accounting:

- Ensure quality of bookkeeping done by the field team and conduct internal audits and spot checks.
- Manage financial reporting and ensure accuracy and completeness of financial data

Cash Management:

- Manage cash flow to meet the organization's operational needs.
- Ensure cost efficiency and value for money through appropriate vendor selection procedures

Risk Management:

- Identify financial risks and develop strategies to mitigate them.
- Train staff on financial processes and procedures and conduct regular audit reports on this
- Manage Amani South Sudan assets efficiently and effectively.
- Ensure compliance with South Sudan tax laws and regulatory requirements.

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WELFARE SERVICES INC.

08 JAN 2024



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Our Working Culture and Environment

We provide a flexible working environment that includes a combination of home and office working opportunities through Amani-SS hybrid working policy. This encourages our staff to have a healthy work-life balance and increases staff motivation, enriches employee wellbeing, and improves performance and productivity.

Diversity, Equality and Inclusion Statement

Amani Orphans and Widows Welfare Services Inc. is committed to equality of opportunity and creating an inclusive environment where diversity is valued. We are keen to reflect the diversity of our society at every level within our organization and therefore welcome applications from talented and committed people from all backgrounds, representing the diverse societies we operate in.

Safeguarding Statement

Amani Orphans and Widows Welfare Services Inc. is committed to our responsibilities for safeguarding and promoting the welfare of children, young people and vulnerable adults as outlined in our safeguarding policy and code of conduct to Safeguard Children. We are committed to recruiting candidates who share this commitment to safeguarding, and therefore we apply robust recruitment and selection procedures to ensure that the people selected are right for the job, and that all candidates are appropriately screened prior to appointment.

PSEA Statement

Amani Orphans and Widows Welfare Services Inc. has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries and vulnerable adults. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, always (both during working hours and outside working hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.

Education and/or Work Experience Requirements:

- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary leadership
- Diploma required
- Must have A+ certification
- Associate degree preferred
- Excellent computer proficiency (MS Office – Word, Excel and Outlook)
- At least 5 years of relevant experience in an operational position within an international NGO, including two years in a senior level position
- Experience in compliance/control and fraud mitigation systems and grants compliance requirements

Application Information & Deadline for Submission:

Apply using a cover letter and an up-to-date CV in English as a single pdf document. Please also include details of your current remuneration and salary expectations and 3 references to recruitments@amani-ss.org indicate in the position and reference number subject line of your email: Hand delivery application can be delivered to the office address as mentioned below at the bottom of the advert letterhead.

This advert open/closes on 8th to 26th January 2024. Early applications are encouraged. Amani-SS reserves the right to close this advert early should we receive suitable candidates ahead of the closing date.

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