

Gudele, Hai Peace Residential Area, Plot Nos. 512 & 513, Block III, Juba City, South Sudan

www.steward-women.org, stewardwomen.jobs@gmail.com

Position	Senior Finance Officer
Job summary	Support in the day-to-day financial activities, including accounting, reporting, and budgeting, while providing critical support to the field based program teams.
Organization	STEARAWOMEN
Location	Juba, South Sudan
Reporting authority	Finance and Administration Manager
Expected date of assumption of duty	March, 2026
Date of job posting	13 th February, 2026

1. Introduction and Background,

STEARAWOMEN is a women-led Organization founded in March 2009 and registered with the South Sudan Relief and Rehabilitation Commission as a not-for-profit non-governmental organization (Vide Reg.# 037). The mission of STEARAWOMEN is "to develop, shape and empower South Sudanese women to advocate for policies that foster equal economic opportunity and secure human rights for women and girls". The vision is "A South Sudanese Society free from the violations of the human rights and dignity of women and children". STEARAWOMEN was founded to address the problems of sexual violence against women and girls, trafficking in person (TIP), community insecurity and conflicts, and poor governance among others. STEARAWOMEN is a member of the Solidarity of African Women's Rights (SOAWR) coalition, the African family law network, COCAFEM/GL network (Great Lakes Women Network for Peace), and the Crimes Against Humanity (CAH) Treaty (global) coalition, and holds "Observer Status" with the African Commission on Human and People's Rights. STEARAWOMEN also chairs the rule of law AoR (Area of Responsibility) of the GBV sub-cluster in South Sudan, through which it provides strategic direction on the GBV legal framework to GBV partners in the country so as to strengthen their institutional response on gender-justice. We are in search of a mature person who share our vision to fill the position of Senior finance officer.

2. Duties and Responsibilities,

Financial management and reporting,

1. Maintain accurate and up-to-date financial records in compliance with organizational and donor-specific requirements.



2. Support in the preparation and submission of timely monthly, quarterly, and annual financial reports.
3. Monitor field based budget implementation, analyze variances, and provide actionable insights to management.
4. Support the development of the organization's annual budgets and financial forecasts.
5. Ensure the timely and accurate processing of payments, payroll, and staff reimbursements.

Compliance and internal controls,

1. Ensure strict adherence to internal financial policies, procedures, and all relevant donor regulations.
2. Support audits and the implementation of audit recommendations.
3. Maintain a robust and organized filing system for all field location financial documentation.
4. Perform regular cash flow monitoring and bank reconciliations.

Grants management,

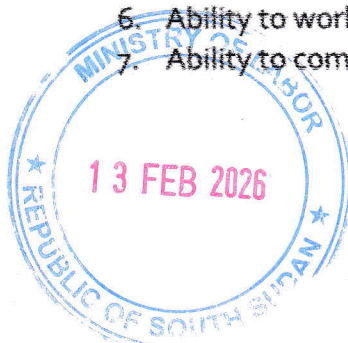
1. Track and monitor field location project expenditures against donor-approved budgets.
2. Prepare precise financial reports for donors in accordance with grant agreements.
3. Liaise closely with the field location program teams to ensure financial compliance throughout the project lifecycle.
4. Provide critical budget inputs and analysis during the development of new funding proposals.

3. Competencies and personal attributes,

1. High level of integrity, confidentiality, and commitment to our mission.
2. Strong organizational skills and ability to maintain orderly financial records.
3. Problem-solving mindset and ability to identify process improvements.
4. Team player with good communication skills and the ability to work with colleagues across functions and locations.
5. Flexibility and willingness to travel to program sites when required.

4. Competencies,

1. Excellent Knowledge on donor reporting, including online reporting.
2. Excellent practical skills in computer application such as MS Word, Excel, Internet etc.
3. Proficiency in online financial systems, databases and software, particularly QuickBooks
4. Practical knowledge on the challenges of working with National Organizations in a similar position for not less than 3 years.
5. Ability to work effectively under pressure independently and with a team.
6. Ability to work in a fast-paced team; creative and flexible, and detail-oriented.
7. Ability to communicate effectively with the staff and partner representatives.



5. Qualifications and Experience,

1. Diploma or degree in Accounting, Finance, Business Administration, or related field
2. Minimum 3 years' experience in accounting/finance, preferably within NGOs, UN agencies in South Sudan or a comparable humanitarian/development setting.
3. Training in ACCA/CPA Level 2 will be an added advantage.
4. Practical experience with accounting software (e.g., QuickBooks) and MS Excel (data entry, formulas, reconciliation).
5. Knowledge of budgeting, donor financial rules, and basic financial reporting.
6. Strong attention to detail, accuracy, and ethics in financial record-keeping.
7. Fluency in English.
8. Ability to work under pressure, prioritize tasks, and meet deadlines.

6. Safeguarding and PSEA,

Candidates applying for this position should take note that STEWARDWOMEN has a Zero tolerance policy towards any form of sexual exploitation and abuse.

7. Salary,

Very competitive and attractive, determined by the level of competence demonstrated by the selected candidate for the position.

8. Application procedure,

Only South Sudanese nationals who meet the above job requirements are asked to submit an updated and summarized CV (maximum 2 pages), including contact details of two (2) professional referees through our email only: stewardwomen.jobs@gmail.com.

Please take note that one application only MUST be submitted by each interested party.

The position for the application should be clearly indicated in the subject line of the email, addressed to: The Human Resource Officer, STEWARDWOMEN. Only shortlisted applicants will be contacted for interviews. Applications will be received through close of business hours on 6th March, 2026.

Sincerely,

Geoffrey/Director

