



## JOB OPPORTUNITY

**This position is open to South Sudan nationals only.**

**Applications are welcome equally from South Sudanese women as well as men.**

<b>JOB TITLE:</b>	Finance Officer, ASEP
<b>NUMBER OF POSITIONS</b>	One (1)
<b>LOCATION:</b>	Juba
<b>Reporting to</b>	Finance Manager
<b>APPLICATION OPEN DATE</b>	<b>25<sup>th</sup> November 2024</b>
<b>APPLICATION DEADLINE</b>	<b>13<sup>th</sup> December 2024, 4:00 pm South Sudan Time</b>

### I. Introduction

Windle Trust International (WTI) is a specialist educational INGO that has been operating in South Sudan since 2005. WTI is set to implement an 'Accelerated Secondary Education Programme' (ASEP) funded by World Bank under its '**Building Skills for Human Capital Development (BSHCD) in South Sudan**', being administer by the Ministry of General Education and Instruction (MoGEI). The programme targets 5,000 unqualified/untrained, volunteer teachers who will complete a condensed two-year accelerated secondary education cycle and acquire a South Sudan Certificate of Secondary Education (CSE) to enable them to undertake professional teacher education through pre-service, in-service, continuous professional development trainings or a university degree in education.

WTI has extensive experience in delivering educational programmes in Eastern Africa and the Horn of Africa. We envision a world where everyone has the opportunity, through education and training, to make the most of their potential and contribute to the social and economic progress of their communities. We recognize that poverty and inequality in society are deepened and driven by illiteracy and lack of skills, and thus believe in the power of education to transform society. Hence, WTI strives to expand access to high-quality education for communities impacted by conflict, displacement, or discrimination.

### II. Job Summary

#### a. Job purpose

Working under the supervision of Finance Manager, the Finance Officer (FO) will be the direct point-of-contact on finance matters related to this project and will be responsible for ensuring effective day-to-day finance and accounting management of the project funds in line with WTI's finance policies and procedures and in compliance with donor guidelines and requirements.

The FO will coordinate disbursements of and accountability for field floats; receive and process all invoices, expense forms and requests for payments. Further, the FO will maintain and reconcile the field finances, prepare regular financial reports and maintain an excellent filing system ensuring that all filing is done in a timely, accurate and consistent manner.





## **b. Key Roles and Responsibilities**

### **1. Project management:**

- Check for accuracy, completeness and coding before transactions are entered into the accounting system.
- Monitor and record all expenses in line with the approved budget in order to ensure that expenditure costs are charged to the correct budget lines.
- Verify that payments to external suppliers, cash grants and other supplier invoices are processed in a timely manner and fully supported by the relevant documents.
- Enter all paid transactions into the accounting system.
- Verify and follow-up on staff advances; field floats and other receivables and observe appropriate procurement procedures are followed according to the organization's rules and regulations.
- File all payment vouchers that have been entered into the accounting system by their categories (Cash, Bank and JVs).
- Review and verify requests, payments and accountabilities before being submitted for further approval.
- Prepare monthly bank reconciliation statements for project bank accounts.
- Verify every procurement made to ensure that the right procurement process is followed, and the organization attains value for money for the goods/services being procured.
- Maintain, improve and implement the internal controls, policies and procedures to ensure efficient and smooth running of operations.
- Ensure proper management of organization assets.
- Perform any other responsibilities assigned by the Finance Manager.

### **III. Person specification**

#### **a) Required personal qualities**

The successful candidate will be expected to meet the following required qualities:

- Demonstrable and effective administrative and logistical capability and skills.
- The ability to communicate effectively and relate easily with staff, project participants/beneficiaries, Ministry of General Education and Instruction (both at national and state levels).

#### **b) Required professional qualifications**

- Bachelor's degree in business administration, finance and accounting, economics or similar is required.
- At least 3 years of demonstrable relevant experience (as a minimum expectation) managing project finances in a similar position in an international nongovernment organisation is required.
- Excellent English Language professional proficiency (both spoken and written).
- Competent computer user, with knowledge and experience of Microsoft Office applications including MS Word, MS Excel, MS Power Point (or similar) and other data analysis software packages, internet and email skills.
- Knowledge of QuickBooks accounting software is an **essential requirement**.

### **IV. How to apply:**

Submit your CV, letter of motivation, certified copies of academic documents and National ID electronically (by email) to [Jobs@windle.org.uk](mailto:Jobs@windle.org.uk) and copying [Galdino@windle.org.uk](mailto:Galdino@windle.org.uk) or hand-deliver hard copies to WTI Juba Office located in Juba located at Gudele Road opposite Antipas Pharmacy behind Loggo Petrol Station. Applications must be submitted before or by the **13<sup>th</sup> December 2024**, and no later than 4:00pm South Sudan time. **Applications submitted after this deadline will be rejected.**



**NB: Please indicate on the subject line the position you are applying for.**

**Qualified and experienced females are strongly encouraged to apply.**

Windle Trust International has zero tolerance to all forms of sexual exploitation and abuse, human trafficking, child abuse, child labour, discrimination, fraud and corruption. All concerns and complaints regarding safeguarding will be rigorously identified, reported, and investigated by WTI. WTI will carry out thorough background checks to screen applicants and ensure their suitability for the position, and any pending sexual exploitation and abuse (SEA) allegations or abuse will lead to disqualification or termination of the application process.

**Windle Trust International does not charge any fee at any stage of recruitment. Do not be cheated!**  
**Report any concerns to Management at [Welfare@windle.org.uk](mailto:Welfare@windle.org.uk)**

**NB: Only shortlisted candidates will be contacted.**

