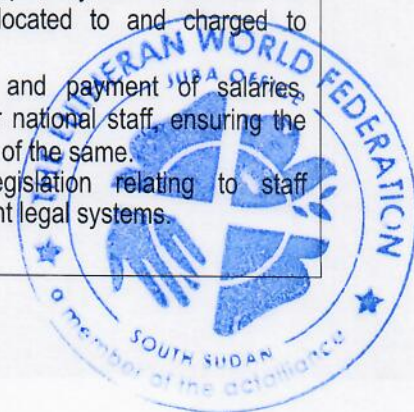


Position Description	Position Title: Deputy Finance Manager	
Place of Assignment:	Juba	
Application starts and end Date	20 th July 2026 to 7 th August 2026	
Supervisor's title:	Finance Manager	
Supervises:	Non	
Work Time	100%	
Average travel days per year	☐ extensive (more than 20) limited ☒ (7 – 19) ☐ little (less than 7) ☐ none	
Content of the position		
Purpose	The Deputy finance Manager will support the Finance Manager in the overall management of financial and accounting functions of the LWF South Sudan. Primarily, ensure that internal controls and procedures are in place to provide the information and oversight required for effective program/project planning, monitoring and budget control, reporting and auditing. The Deputy FM will provide regular support for program operations, safeguarding of assets, discharging liabilities and legal responsibilities working together with finance team in Juba and under the guidance and supervision of the FM.	
Required Qualifications	▪ Minimum 5 years' experience with reputed international non-government organization in finance working with humanitarian assistance or development programs. ▪ Team-oriented, flexible and good communication skills. ▪ Advance knowledge and skill in Excel, power query with good command using Pivot table summarizing data. ▪ Familiar using account software. SAGE accounting software knowledge will be added advantage. ▪ Conceptual, analytical skills, demonstrated organizational management and supervisory skills. ▪ Previous experience on various donors reporting (UN agencies, EU funded projects, US grants etc.) ▪ Excellent knowledge and skills dealing with South Sudan taxation rules and periodic changes	
Additional Study and Experience	▪ Professionally qualified accountant ▪ Masters in Business Management, CPA or equivalent qualification ▪ Cross-cultural awareness and flexibility	
LWF Core Skills	▪ Excellent knowledge of child development and up-to-date education methods ▪ Good report writing skills ▪ Understanding of issues of confidentiality	Level resource Level resource Level advanced
Required Skills	▪ Knowledge of local languages (Local	Level advanced



	▪ Be both self-reliant and have the ability to cooperate with others ▪ Be able to work in challenging environment i.e. walk substantial distances ▪ Ability to work through line management and also under limited supervision ▪ Familiarity with safety guidelines for finance ▪ Field working experience in camps/temporary settlements of refugee/migrant population	Level resource Level advanced Level advanced Level advanced Level advanced
Position Environment and Dimensions	Internally ▪ Interacts with Finance Officers and Finance Manager ▪ Program Team, Operations Manager, Procurement team in Juba Office. Externally ▪ Interacts with other NGO finance colleagues, Auditors.	
Main duties	• As guided by the FM, operate the SAGE accounting software and working together as a team with finance staff in South Sudan. • Work closely with other teams to ensure a strong connection between work plans, procurement plans and cash flow planning in order to ensure a coordinated implementation by all units. • Analyse and improve the control environment in general and in particular the procurement and human resources processes with financial implications for the individual projects and for the entire South Sudan program in consultation with the FM. • Support for other finance staff in Juba, technical guidance and coaching for finance staff in field locations. • Assist FM preparing all mandatory monthly accounts including the monthly finance and management reports and to use by Area coordinator and program staff. • Preparation of separate periodic financial reports for UN agencies and key donors in accordance with the terms of the agreement and MOU. Take responsibility conducting verifications from donors when needed. • Based on the field project needs, prepare periodic cash-flow projections required in accordance with procedures, and assist the FM to send the cash request or cash flow of the South Sudan program for HQ, Geneva & other donors (as needed) in the prescribed format. • Tracking and control of expenditure against budgets for individual projects and advising the budget holders in a timely manner to initiate appropriate corrective measures with Juba finance team. • Assist FM in the preparation of, and verify the accuracy of budgets for all projects, ensuring especially that core costs and program operations costs are allocated to and charged to individual projects. • Support HR in the processing and payment of salaries, allowances, benefits and taxes for national staff, ensuring the timely, legal and accurate payment of the same. • Keep up-to-date on current legislation relating to staff compensation, tax laws and relevant legal systems.	



	• Control, monitor and reconcile on a monthly basis all staff advances in line with established policies, procedures and ensure that all accounts are settled timely. • Reconcile balance sheet accounts on a monthly basis ensuring all accounts are correctly recorded and trackable. • Ensure that internal controls are properly in place, including periodic visit to project offices to support and improve sound financial management and internal controls at the field level. • Assist FM & team in the recruitment of various finance staff for South Sudan program. • Fulfil any other duties as may be assigned by the Finance Manager, or his/her designate. • He/she will provide quality control assurance within the LWF South Sudan and ensuring the finance function is carried out in a professional and competent manner. • The Deputy Finance Manager will be assisting to FM for control of funding and expenditure and allocation of overheads. He/she will advise and inform Finance Manager on matters relating to budgeting, financial planning, reporting and finance staffing.
Special duties	▪ As may be assigned by the direct supervisor.
Major Challenges	▪ To provide mentoring and support to all field location and Juba Office.

Application Process

- All applicants must send their application letter and updated CV and supporting documents to the Human Resource office through recruitment.southsudan@lutheranworld.org. Hand delivery is accepted. Applications by email should come with the subject 'Application for the position of Deputy Finance Manager-Juba'. Applications that don't have that in the subject box will not be considered. Shortlisting is done on rolling basis since the position is needed urgently.

Female candidates are encouraged to apply. Only shortlisted candidates will be called for Written an oral interview.

Child Safeguarding:

LWF is a participatory organization of the inter-agency scheme for the disclosure of safeguarding related misconduct. For more information, please go on website: <https://misconduct-disclosure-scheme.org/>. Applicant agrees that related reference checks to be done by the LWF Human Resources office.



Child Safeguarding:

LWF is a child safe organization and is fully committed to promoting the realization of children's rights including the right to protection from violence and abuse. We therefore, have particular responsibilities to children we work and come into contact with to keep them safe from any harm or risk. In line with LWF policy, any appointment is contingent on thorough criminal record checks.