



## SMILE AGAIN AFRICA DEVELOPMENT ORGANIZATION

Smile Again Africa Development Organization (SAADO) is a national non-profit humanitarian and development organization dedicated to working with the youth and their communities to reach their full potential. Founded in 2011, SAADO works across all the states of South Sudan promoting social cohesion and empowering communities to tackle the causes of poverty and injustice. We provide humanitarian assistance to families affected by disaster & conflict while partnering with communities for long-term solutions to alleviate poverty. Motivated by the potential of the youth, we optimize their role to foster peaceful co-existence and economic empowerment in South Sudan.

SAADO is looking for some qualified persons to fill the position of;

**Job Title:** Finance Officer  
**Line Manager:** Finance Manager  
**Location:** South Sudan (Juba)

### Job Summary:

The Finance Officer, under the supervision of the Finance Manager, has overall responsibility for financial accounting for the project.



### Key Responsibilities

- Responsible for Keeping accurate records of daily transactions.
- Submitting Monthly Financial Report to the Donor
- Invoicing Donors on a monthly basis. i.e. Funds request
- Processing payments and invoices
- Making sure that all the transactions are well supported with good financial requirements.
- Reconciling daily, monthly, and yearly transactions with the finance manager
- Spot Reviewing and checking field advances return.
- Reconciling field returned advances.
- Picking finance documents from the field
- To keep an eye on fraud, theft, and abuse of financial resources of the organization
- To implement SAADO financial policies and donor financial guidelines.
- To assist the finance manager in meeting monthly, quarterly, and yearly financial reports as indicated in the guidelines and in agreement with donors and partners.
- Ensures that the financial transactions are conducted in accordance with the financial procedures of the organization.

Plot No: 1, Ext ECSS Guest House, next to Kenyan Embassy  
Hai Cinema  
Juba – South Sudan

**Youth Against Poverty**

Email: [info@saado.org](mailto:info@saado.org)  
Website: [www.saado.org](http://www.saado.org)  
Tel: +211 (0) 0910055550  
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- Assist the finance manager in establishing and adhering to internal accounting procedures to ensure transparency, efficiency, and effectiveness.
- Assist finance manager in posting transactions to SAP and Bush soft accounting software.
- Provide oversight and guidance in entering all transactions into the accounting.
- Ensuring that accounting entries are in line with set procedures including transactions in the field.
- Have an inner deep understanding of accounting systems as required by the SAADO finance policy framework
- Monitors field advances from field finance officers to ensure that all field advances are returned on time before the reporting period elapses.
- Collecting cash from the bank whenever the need arises and ensuring that it is kept safely.
- Advising line field officers on issues related to finances and budget
- Assisting in establishing and adhering to internal accounting procedures to ensure transparency, efficiency, and effectiveness.
- assist finance manager in preparing all interim financial statements/completion reports to donors to ensure compliance with contractual and legal requirements.
- Monitor procedures to prevent/mitigate against fraud and reduce risk of misappropriation of funds in the organization.

#### KNOWLEDGE, SKILLS & ABILITIES

- Bachelor's degree in Commerce, Finance, Accounting or Business Administration OR CPA II  
At least 2 years of demonstrated experience in a similar position with a history of solid results in financial/admin.
- Ability to communicate in English language, both verbal & written
- Have self-drive with an ability to exercise independent judgment, priorities, delegate effectively all while working under minimum supervision
- Reports writing skills and ability to administer and develop other team members
- Accounting and financial budget management skills with experience with donors standards and guidelines
- Ability to develop skills of staff members, including implementation of performance management approaches
- Sound analytical ability as well as ability to receive and apply constructive feedback
- Computer literate (at least M-soft word & M-soft excel)
- Willingness to work in hardship areas
- Excellent inter-personal and communication skills



#### HOW TO APPLY FOR THIS JOB:

Interested candidates should submit their applications to the SAADO office Human Resources, Department, at Plot No: 1, Ext. ECSS Guest House, next to Kenyan Embassy, Hai Cinema, Juba, South Sudan, or e-mail to [vacancy@saado.org](mailto:vacancy@saado.org) not later than **October 23<sup>rd</sup>, 2023**

**Note, SAADO South Sudan, is an equal opportunity employer; it does not discriminate on the basis of religion, race, or political affiliation**



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