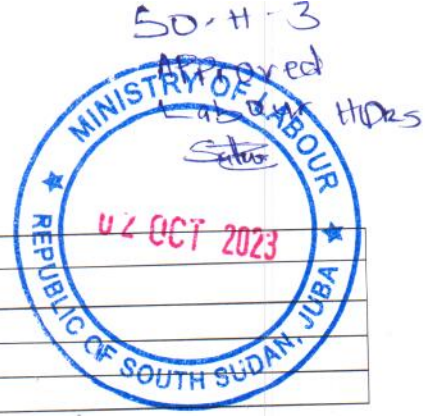




JOB ADVERTISEMENT

Job Title:	Senior Finance Officer
Location:	Juba
Reports to:	Assistant Finance Controller
Posting Date	2 nd October 2023
Closing Date	19 th October 2023



General Description of the Programme

Established in 1977, GOAL is an international humanitarian agency dedicated to alleviating the needs of the most vulnerable communities. Currently operating in 13 of the world's most vulnerable countries, GOAL delivers a wide range of humanitarian and development programmes, ranging from humanitarian relief in disaster situations, to focusing on nutrition, food security, and building greater resilience and sustainable livelihoods. GOAL has been working in South Sudan since 1985 with a focus on health, nutrition, WASH, food security and livelihoods. GOAL is continually adapting and responding to the context to support the communities where we work. GOAL is committed to work by and fulfil our core values of Humanitarianism, Respect, Integrity, Partnership and Courage.

Job Purpose

- The senior Finance officer Finance will be responsible for supporting to ensure effective systems are implemented that facilitate effective financial transactions, recording, posting and timely reporting to management, government, and donors.
- Furthermore, the senior finance office is responsible to support and deliver quality month-end reports and ensuring all cash books are well reviewed before posting to sage.

Main Responsibilities

Duties and responsibilities

- Review filed and Juba cash book and import into sage.
- Assist AFC in the timely and accurate closure of end of month accounts and journal preparations.
- Preparation of Bank and cash reconciliations
- In charge of fund request from the field and preparation of any related document to be sent to HQ
- Check cash balance and proactively request cash deliver both for Juba and file office based on the cash level of each office to avoid holding excessive cash.
- Help in preparation and rolling out monthly BMTs to budget holders.
- Review monthly payrolls for country programme every end of payroll period.
- Participate in external and internal audit preparation and query response process
- Preparation of monthly tax payment and follow-up and ensure there is not any outstanding payment each month.
- Ensure that the audit control files are up to date.
- Ensure all floats across all offices are current and reconciled to the sage balance.
- Assist AFC in in preparation of the monthly supplementary schedule.
- Make regular site visits to support and give capacity building training to filed staff where need is there.
- Work always in a manner that promotes teamwork within GOAL and assist in the achievement of GOAL's programme objective.
- Review and process terminal benefits for exiting staffs.
- Other duties as assigned from time to time to support delivery of organisational activities.



Requirements (Person Specification)

Essential

- Bachelor's degree in business administration Majoring in Accounting & Finance with a minimum of 3-4 years' experience.
- At least Level II CPA(K) and CPA(U).
- Practical experience in accounts management and reporting at least for 2 years.

Desirable

- Working in an INGO/NNGO environment is desirable.
- Ability to work in a fast-paced work environment.
- Advanced level of Ms excels spread sheet processing is mandatory.
- Good communicator
- Ability to quickly adapt new technologies and systems and implement properly.
- Good teamwork player
- Previous experience of application of sage accounting software
- Excellent Witten and spoken English.
- Analytical and Sensitive to deadlines and quality



Equal Opportunities

GOAL supports diversity and strives to create a discrimination free work environment where staff are supported to reach their full potential regardless of identity factors such as ethnic background, gender, colour, age, disability, marital status, religion, etc. GOAL continually seeks to strengthen leadership on, and capacity for, gender equality work supporting staff to understand how gender affects their own lives as well as the lives of people in the communities where we work. GOAL is committed to equal opportunities in employment and staff training.

Qualified female candidates who meet the above requirements are strongly encouraged to apply.

Safeguarding

Children and vulnerable adults who meet GOAL as a result of our activities must be safeguarded to the maximum possible extent from deliberate or inadvertent actions and failings that place them at risk of abuse, sexual exploitation, injury and any other harm. One of the ways that GOAL shows this on-going commitment to safeguarding is to include rigorous background and reference checks in the selection process for all candidates.

Accountability within GOAL

Alongside our safeguarding policy, GOAL is an equal opportunities employer and has a set of integrity policies. Any candidate offered a job with GOAL will be expected to adhere to the following key areas of accountability:

- Comply with GOAL's policies and procedures with respect to safeguarding, code of conduct, health and safety, confidentiality, do no harm principles and unacceptable behaviour protocols.
- Report any concerns about the welfare of a child or vulnerable adult or any wrongdoings within our programming area.
- Report any concerns about inappropriate behaviour of a GOAL staff or partner.

Application procedures

Interested Persons who meet the qualifications, experience and skills are required to submit their applications through the below:

1. For online applications, candidates are advised to submit your cover letter, updated CV plus copies of academic certificates & Nationality ID to goaljobs@ss.goal.ie . **Your attachment must not be more than 5MBs.**
2. For candidates who will wish to submit their applications in hard copy, drop your applications at GOAL head office located along Kololo Road near Sector four Police post in Tongping clearly addressed to the Human Resource Department, GOAL South Sudan P.O Box 166 Juba
3. Note, this is a national recruitment for South Sudanese citizens.

GOAL 

