



### Job Advert



**Position Title:** Finance Officer  
**Location:** Juba, South Sudan (with frequent visits to the field location)  
**Report to:** Finance Manager.  
**Number of posts:** one (01)  
**Duration of Contract:** 12 Months with possibility of extension depending on funding  
**Availability**  
**Application Start:** 21<sup>st</sup> / August /2026  
**Application Deadline:** 11<sup>th</sup> / September /2026

### Organization Background

*Help Education South Sudan* (HESS) is a nonprofit humanitarian and developmental organization working to increase access to safe, equitable and inclusive quality education for all by focusing on general education in South Sudan. It is registered by the relevant national and county authorities including the Relief and Rehabilitation Commission (**Reg. #696**) with a legal mandate to serve the people of South Sudan. HESS's programming covers greater Bhar El Ghazal (Awerial, Yirol East, Rumbek Gogrial), Greater Equatoria (Juba, Yei, Terekeka, Kajo-Keji Mundri) and Greater Upper Nile (Bor).

### **Role Purpose:**

The role of the Finance Officer ensures effective financial planning, financial accounting, reporting, and compliance to support efficient and effective operations. Key responsibilities include cash and expenditure management, maintaining accurate financial records, budget, and supporting programme work. The role supports overseeing reconciliations, payment processing, cash forecasting, and partnerships with HR, procurement & logistics, and admin teams while maintaining financial integrity by ensuring adherence to HESS's policies, regulations, procedures and donor/partner requirements.

## **DUTIES AND RESPONSIBILITIES:**

### **Financial Accounting, Reporting and Control**

- Maintain accurate accounting records and ensure all financial transactions are properly recorded in the accounting system and support documentation available.
- Prepare payment vouchers and verify supporting documentation before processing payments.
- Process supplier payments, staff reimbursements, travel advances, and liquidations.
- Conduct monthly bank, cash, and ledger reconciliations.
- Maintain petty cash and ensure periodic cash counts.
- Prepare monthly cash forecasts and monitor cash flow.
- Monitor expenditure against approved budgets and prepare budget variance reports.
- Prepare monthly, quarterly, and annual financial reports for management and donors.
- Ensure timely filing and secure storage of all financial documents.
- Support internal and external audits and implement audit recommendations.
- Ensure compliance with donor regulations, HESS finance policy, and statutory requirements.
- Provide financial support to field project staff including training on best financial practices, procedures and policies.
- Ensure adherence to financial controls, processes and procedures and strict reporting deadlines.
- Follow up finance related actions.

### **Qualification**

- Bachelor's degree in accounting, finance or business Administration

### **Experience and Skills:**

- At least two (2) years of relevant experience in finance or accounting, preferably with an NGO.
- Knowledge of finance management software such as ODOO EPR is required.
- Experience working with GPE, ECW, UNICEF, World bank and other international donors is desirable.
- Professional qualification such as CPA, (completed or perusing) is an added advantage.



- Excellent written and spoken English. Knowledge of Arabic or local South Sudanese languages is an added advantage.
- Able to work in a team with strong capacity to work independently with minimum supervision honest, integrity, open and transparent personality.
- Highly organized, with strong time management capabilities and a commitment to meeting deadlines.
- Trustworthy and reliable in handling sensitive financial matters.
- Strong analytical skills with attention to accuracy and detail.
- Exceptional communication skills, ensuring clarity and effectiveness in interactions

## **SPECIAL CONDITIONS**

### ***HESS commitment to Safeguarding***

HESS is committed to the safeguarding and protection of the communities we serve, our partners, our volunteers, and our staff.

As part of this commitment to safeguarding, all offers of employment will be subject to satisfactory references and appropriate background checks. HESS also participates in the Inert-Agency Misconduct Disclosure Scheme; we will request information from job applicant's previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment or incidents under investigation when the applicant left employment.

### **Accountability with in HESS.**

Alongside our safeguarding policy HESS is an equal opportunity employer and has set of integrity policies. Any candidate offered a job with in HESS will be expected to adhere to the following keys areas of accountability.

Comply with HESS policies and procedures with respect to safeguarding, code of conduct, Health and safety, confidentiality, do no harm principle and unacceptable behavior protocols. Report any Concerns about inappropriate behavior of HESS staff or partner.

### **Submission of Application:**

**Deadline for submission of applications is 11<sup>th</sup> September 2026 at 5:00 p.m. Interested**

**Applicants should send soft copies of their CVs academic documents, national ID and**



Cover letter via email to [hr@helpeducationssd.org](mailto:hr@helpeducationssd.org) or submit hard copies at HESS Office in Juba at Yaro Plaza, 3<sup>rd</sup> Floor, Hai Cinema.

Please note that the subject line of the email should include the position being applied for.

Only shortlisted candidates will be contacted via e-mail or phone.

Please note that this is an urgent recruitment and all applications will be reviewed on a rolling basis. The position is open for South Sudanese Nationals only; Qualified Female candidates and persons with special physical conditions are strongly encouraged to apply!

