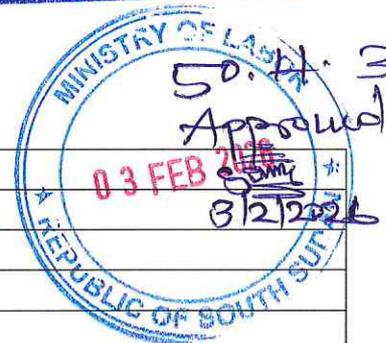




INTERNATIONAL NGO SAFETY ORGANISATION
Analysis & Advice for Humanitarians

www.ngosafety.org



Finance Officer

Job Title	Finance Officer (FO)
Location	Juba, South Sudan
Department	Finance
Reports to	Country Administration Manager
Contract type	Full time
Contract duration	06 Months with possible extension, depending on funding availability
Eligibility	Open to South Sudanese only

Organization Background

Founded in 2011, the International NGO Safety Organization (INSO) is an international NGO that supports humanitarian aid workers by establishing safety coordination platforms in insecure contexts. INSO provides registered NGOs with a range of free services, including real-time incident tracking, analytical reports, safety-related data and mapping, crisis management support, staff orientations, and training. INSO provides daily support to more than 1,350 NGOs operating in 24 of the world’s most insecure countries. INSO is registered in the Netherlands, with its headquarters located in The Hague, a city renowned for its international focus on peace and justice.

Overall Purpose of Role

The key responsibilities of this position will be to support the Country Administrator Manager (CAM) in carrying out and overseeing the general project accounting, treasury, budgeting, and reporting. The Finance Officer works under supervision and ultimate accountability of the Country Administration Manager but may be bestowed with substitutive responsibilities and must be technically capable of them.

Main Duties and Responsibilities

- Receive the monthly accounting journals and confirm their correctness by reconciling all entries with the supporting documentation. Ensure entries have been properly coded and allocated to enable direct import to SUNSYSTEM. Prepare/review the journal entries to offset prepayment, intercompany and payroll accounts as required. Collect the information and documentation from the operations to update the accounting journals of accrued expenses (staff leave, severance pay, outstanding bills...).

- Daily oversee bank and cash transactions. Ensure suppliers are paid in accordance with a valid contract or a purchase order. Ensure payments of local taxes and payroll are reconciled monthly. Ensure that adequate controls on cash management are in place on all sites. Follow-up and update bank signatures as required. Confirm all cash counts and bank reconciliation are routinely performed and witnessed.
- Monitors open advances and deposits in the balance sheet and recoup aging amounts.
- Maintain a secure filing system for the original accounting documentation. Confirm completeness of the supporting documentation in all respects, organize and archive it in an accessible manner. Support the Country Administrator Manager in the provision of the documentation during financial audits.
- Undertake specific tasks on internal controls, budget planning, proposals, and financial reporting as they have been assigned by the Country Administrator Manager. Prepare reports on actual versus budget. Works closely with Departments on forecasts so that the SMT has accurate and timely information. Prepare financial reports for grants reporting and timely submit the reports to the Country Administrator Manager for review.

PERSON SPECIFICATION

Knowledge, Skills and Experience

Essential

- Minimum 3 years of relevant work experience, preferably in similar roles with NGOs.
- Previous experience and/or understanding of INSO policies, guidelines, and procedures.
- Experience in financial software systems, and proficiency in Microsoft Office.
- High attention to detail.
- Ability to process large amounts of data.
- In depth knowledge of financial regulations and accounting processes.
- Ability to handle budget.
- Donor/contract management experience and donor policy knowledge (preferably ECHO, FCDO, SDC).
- Good English language skills, both written and verbal.

Nice to Have

- Other language skills relevant to the context, both written and verbal.
- A Degree in Finance, Accounting, or relevant field.
- Acceptance and understanding of humanitarian principles.
- Strong ethics, with ability to manage confidential data.
- High degree of autonomy.

Key Personal Competencies

- Confidentiality, integrity, and a sense of conflict-of-interest prevention.
- Self-motivation, courtesy, and humility.
- High attention to detail



- Team spirit and good management of interpersonal relationships.
- Know how to plan and organize your work.
- Be flexible, dynamic, know how to propose initiatives.
- Be able to work under pressure.
- Effective communicator.
- Capacity to work in multicultural environments.



INSO's Safeguarding Policy

INSO is fully committed to safe recruitment, selection and vetting of all potential new staff, trustees and volunteers and we will ensure rigorous compliance with our Code of Conduct and Safeguarding policy throughout the recruitment process.

Terms & Conditions

06 months depending upon funding, full-time contract based in Juba, South Sudan. Eligibility for this position is limited to South Sudanese nationals.

How to apply

Please submit completed applications to jobs@ssd.ngosafety.org and reference "Finance Officer" in the subject line. Applications should be in English and include:

- An updated CV (maximum 3 pages).
- A one-page cover letter detailing why you are interested in working for INSO and how your qualifications align specifically with the competencies required for the role.

Please do not send any additional information. Only short-listed candidates will be contacted. **Deadline to apply is 23 February 2026**

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INTERNATIONAL NGO SAFETY ORGANISATION (INSO) DOES NOT CHARGE FEES AT ANY STAGE IN THE RECRUITMENT PROCESS (e.g. APPLICATION, INTERVIEW, ORIENTATION OR TRAINING). INSO NEVER ASK FOR INFORMATION ABOUT APPLICANT'S BANK ACCOUNTS DETAILS.



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