



Friday, 04th September 2026

VACANCY ANNOUNCEMENT - FINANCE MANAGER, JUBA, HO.

Concern South Sudan is an international humanitarian NGO working in South Sudan since 1998. It is dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries through the provision of Health & Nutrition, Shelter, WASH and Livelihood activities in the three States of South Sudan. Concern South Sudan is looking for suitable candidate to fill the position of **Finance Manager** to be based in **Juba, with frequent visits to Concern field offices in South Sudan**

Job Purpose:

The Finance Manager (FM) will ensure compliance with donor and organizational policies and procedures, prepare and monitor budgets, manage cash flow and financial reporting, and provide financial analysis and advice to senior management and project staff. The Finance Manager will also supervise and mentor a team of finance officers and assistants. You will also provide support and oversight to national NGO partners, who are a key element of Concern Worldwide's strategy in South Sudan.

He/she also supports the Country Financial Controller (CFC) in developing financial systems. This involves an ongoing review of the financial systems already in place to strengthen and improve internal controls in accordance with Concern Worldwide's policies and procedures.

Job Roles and Responsibilities

1. Financial Systems

- Ensure that the country's financial management systems and records are maintained to identify and protect the organization's assets and interests.
- Ensure adequate cash and bank management controls are constantly monitored and updated to minimise the risk of fraud or misappropriation.
- Supervise all programme office bank relations and bank account activities. Where required, ensure that bank accounts are selected and opened according to Concern Worldwide's procedures.
- Approve and review the payment inside and outside of the Unit4
- Closely monitor all financial activities and advise the Country Director/Country Management Team of all situations that could negatively impact internal controls or financial management performance.
- Maintain up-to-date knowledge of and implement local government requirements and regulations related to financial matters, including statutory deductions from national staff salaries such as income tax, social security, etc.
- Monitor the South Sudan Revenue Authority tax portal and ensure there are no unreconciled taxes. If there are any, resolve these tax matters with the tax authority.



- Ensure Concern South Sudan tax liabilities are filed and paid to relevant tax authorities by the 15th of each month. Track quarterly office rent withholding tax to ensure late payment doesn't attract tax penalties.

2. Financial Control

- Maintain an effective & efficient system of internal controls, which comply with Concern Worldwide's financial guidelines.
- Review existing systems on an ongoing basis to maintain an adequate level of internal controls in compliance with Concern's policies and procedures.
- Oversee the compilation of financial records and accounts in a timely and accurate fashion, in accordance with international accounting standards and donor regulations.
- Ensure that the country's financial operations comply with legal and statutory requirements, such as audit and financial reporting to all relevant national authorities.
- Lead the preparation of annual & revised Country budgets and donor budgets, including, budget template preparation, consolidation of the budget packs, completion of the budget submission to Dublin, complete the responses on budget feedback from Dublin.
- Keep up to date with donor regulations and ensure that all controls are in place to meet donor compliance.
- Manage internal and external audits that are carried out as per Concern requirements; support the Country Director to prepare management responses; ensure all agreed remedial actions are undertaken in a timely manner
- Undergo regular and random checks for compliance

3. Financial Reporting

- Manage timely & accurate preparation of data for monthly management accounts for shared service accountant, budget-holders, and Country Management to ensure that they can monitor the budget utilization and take appropriate action on any significant variances
- Review and complete the financial reporting pack prepared by the Shared Services Accountant, including country commentary and country management team (CMT) approval, and deal with feedback from head office jointly with the Shared Services Accountant. Support the timely and accurate preparation of donor reports for external donors/agencies.
- Reconcile all balance sheet items on a monthly basis, in accordance with Concern Worldwide policies & procedures based on transactions details provided by Shared Service Accountant.
- Provide financial analysis where necessary especially on maximizing available funds and advice to CD.

4. Staff Management & Capacity Building

- Train and develop the finance team's capacity to maintain a good standard of financial management.
- Train and develop the local partners' capacity to maintain a good standard of financial management.
- Undertake financial training of budget holders to assist them in enforcing financial controls and making decisions based on financial reports.

5. Partnership Accounting:

- In collaboration with the programmes and systems departments, undertake the Concern Integrated Local Partner Assessment tool (CILPAT) with potential Partners on a timely and



comprehensive basis.

- Summarise CILPAT findings and recommend whether the partnership is workable with available resources.
- Ensure monitoring visits and provide the necessary training to the partner to address any finance actions identified in the Capacity Building Action Plan.
- Review financial reports and transaction lists provided by the partner on a timely basis, bringing any unusual transactions and budget variations to the attention of the Programme Manager.
- Ensure all documentation relating to Concern's financial relationship with the partner is filed correctly and updated where necessary.
- Ensure the Partner can submit regular and accurate Financial Reports using the template provided by Concern. For any Partner Finance Report issues found, obtain appropriate explanations from the Partner staff before recommending the release of the following tranche of funds. Incorporate any weaknesses found on the partner report compilation into the Partner Finance Action Plan. Assist the partner in meeting any procedural requirements (whether those of Concern or of a donor) detailed in the Partner Contract.

6. Other financial duties and general systems support

- Facilitate internal, external & donor audits,
- Investigate and implement procedures to ensure compliance with statutory deductions, social security, and taxes and liaise with relevant authorities in this respect.
- Support staff training in budget management and systems policies and procedures as appropriate.
- Preparation of monthly cash flow and ensuring adequate monetary levels in field offices

7. Other financial duties and general systems support

- Ensuring the non-disclosure of any information whatsoever acquired in the course of duty relating to the practices and business of Concern Worldwide, to any other person or organization without authority, except in normal execution of the above duties
- Ensuring strict guardianship and security of financial data and documents at all times, including secure storage, accurate & complete filing, and limiting access to the finance office to authorized personnel only
- Ensuring strict adherence to Concern Financial Procedures and Anti-Fraud Policy and always remaining within the boundaries of these policies

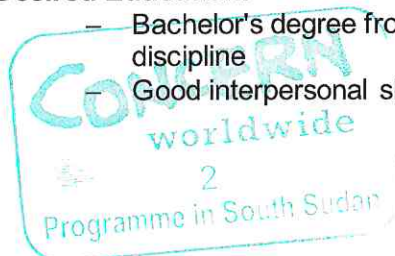
8. Other financial duties and general systems support

- Adhere to the standards of conduct outlined in the Programme Participant Protection Policy and Concern Code of Conduct.
- Support and promote the standards outlined in the Programme Participant Protection Policy (P4) and Concern Code of Conduct to the team, partner and stakeholders and be committed to providing a safe working environment.
- Actively participate in Concern accountability initiatives (communication strategy, participation and FCRM for example) ensuring that they are integrated into the project.

Person's Specification & Education Qualification

Desired Education.

- Bachelor's degree from reputable institutions in Finance / Accounting / Business or a related discipline
- Good interpersonal skills.



- Demonstrated ability to effect behaviour change in individuals or groups.
- Computer literacy and especially above-average use of Microsoft Excel

Desired

- Part qualified ACCA/CPA/CIMA preferred
- Interaction with external agencies, Tax authorities
- Experience of UNIT4 ERP

Professional Experience Required.

- Proven experience on accounting acquired through at least 3 years' experience in a similar role.
- Proven ability to work independently and lead tasks or projects.
- Proven knowledge of donor financial policies and procedures;
- Experience in dealing with external agencies.
- Flexibility regarding working hours and days, and willingness to travel to the field when required.

Desired:

- Experience integrating new initiatives.
- Experience in a staff supporting role.

Professional Skills and Competencies Required.

- Managing yourself
- Influence, Advocacy and Networking
- Communicating and working with others
- Creativity and Innovation
- Delivering Results
- Planning and Decision making
- Change management



FCRM Accountability.

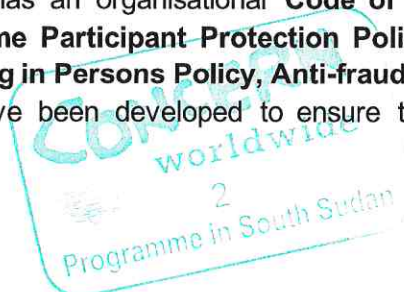
In line with Concern's commitments under the Core Humanitarian Standard (CHS): actively promote meaningful community participation and consultation at all stages of the project cycle (planning, implementation, M&E); work with relevant colleagues to ensure that the Feedback, Complaints and Response Mechanism (FCRM) is functional and accessible, that feedback and complaints are welcomed and addressed; work with relevant colleagues to ensure that information about CRM, safeguarding and expected staff behaviour is disseminated among programme participants and communities.

Emergency Response

Concern is committed to responding to emergencies efficiently and effectively in order to help affected people meet their basic needs, alleviate suffering, and maintain their dignity. To this end, when emergencies strike and the South Sudan Programme is to respond, all staff are required to actively participate in the response, regardless of location and contribute to the efforts aimed at achieving the humanitarian objective of the organization

Safeguarding at Concern: Code of Conduct and its Associated Policies

Concern has an organisational **Code of Conduct (CCoC)** with **three Associated Policies**; the **Programme Participant Protection Policy (P4)**, the **Child Safeguarding Policy** and the **Anti-Trafficking in Persons Policy**, **Anti-fraud policy**, **Conflict of Interest** and **Whistle Blowing Policy**. These have been developed to ensure the maximum protection of programme participants from



exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organisation, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organisation to strive for, and maintain, the **highest standards in the day-to-day conduct in their workplace in accordance with Concern's core values and mission**. Any candidate offered a job with Concern Worldwide will be expected to **sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment**. By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies. Additionally, Concern is committed to the **safeguarding** and protection of vulnerable adults and children in our work. We will do everything possible to ensure that only those who are suitable to work or volunteer with vulnerable adults and children are recruited by us for such roles. Subsequently, working or volunteering with Concern is subject to a range of vetting checks, including **criminal background checking**.

HOW TO APPLY:

1. Interested South Sudanese applicants who meet the above requirements are requested to submit their cover letter, updated CVs of not more than 3 pages, a copy of their nationality ID, and copies of educational certificates in a sealed envelope addressed to:
 - HR Department Juba office, located at Goshen House, Gate 2, second floor, (applicants in Juba)
 - Or send your application as a single file via email to vacancies.juba@concern.net (advert is open from Friday 04th September 2026 to Wednesday 23rd September 2026)
2. The position is a local recruitment and strictly open to South Sudanese nationals.
3. Only shortlisted candidates will be contacted and applications submitted will not be returned
4. Do complete the summary profile and criminal background check forms when submitting your application

Note: Due to the urgency to have the role filled within the shortest time possible, longlisting will be done on a rolling basis, and we may offer the role before the official deadline!

**CONCERN WORLDWIDE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT
CHARGE FOR ANY KIND OF RECRUITMENT.
WOMEN ARE STRONGLY ENCOURAGED TO APPLY TO OUR ORGANIZATION. WE
CELEBRATE DIVERSITY.**

