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Approved by
Inspector
17/6/2021



JOB ADVERTISEMENT

Position: Finance Officer



Job Title :	Finance Officer
Job Location:	Juba with frequency visit to field
Reporting to:	Senior Financial Officer
Duration:	Three Months
Department :	Finance
Starting Date:	1 st /06/2021
Closing Date:	18/06/2021

Organization background

Universal Network for Knowledge and Empowerment Agency (UNKEA), was established in 2002, to responds to the dire social, economic, livelihoods and health conditions experienced by people in conflict and other natural disasters within and outside South Sudan. UNKEA's initial purpose was to design strategies and interventions to fight the deadly Kalaazar disease which is highly prevalent in Upper Nile Region of South Sudan. With time, UNKEA's mandate expanded to include other interventions such as provision of primary health care services, nutrition, food security and livelihoods, water and sanitation, education; social development of youth and women; economic development, Access to Justice and peace building. UNKEA is registered with the Ministry of justice and RRC in South Sudan, Ministry of Justice, company act in Uganda and Charity, Society organisation in Ethiopia as a humanitarian non-governmental organization.

Job Summary

Senior financial Officer have the expertise to review data and reports to be able to give accurate financial forecast.

The Head of Finance is responsibility of a senior financial analyst is to review financial spreadsheets and any other reports in order to predict current and future financial performance.

They work with accountants and other financial analysts in the organization with a job description to develop financial forecasts which are used by the stakeholders to take critical financial decisions. Senior financial analysts research the economic climates and investigate



other organization portfolios to determine the effect that these factors will have on the organization's performance.

Their other roles might involve budgeting and tracking the current financial progress against their forecasts to ascertain the organization progress according to schedule. They also often make adjustments to the financial forecast which the variance or changes reported to senior management or the relevant stakeholders, and perform any other tasks assigned by their organization. Senior financial analysts perform various functions in a organization in their quest to provide accurate forecast of financial performance for the organization.

The major tasks, duties, and responsibilities

- Perform daily general ledger accounting, financial reporting, and analysis
- Review and investigate the organization's accounting transactions to improve data accuracy
- Create financial policies that align with the goals of the organization
- Develop financial models and cost projections
- Collaborate with the senior management team or the head of finance on achieving organization's long-term financial planning objective
- Conduct an in-depth research of historical financial data; analyze and report organization's current financial status
- Study investment options and present SWOT of the investments
- Compare actual results with forecasted to analyze and identify areas of strengths and weaknesses
- Review, track, and analyze invoices and manage procurements according to the standard of the organization
- Forecast monthly, quarterly, biannual or annual budget and provide analytical review, feedback, and recommendation to executive management
- Run balance sheet account reconciliations, contract accounting and reporting, account analysis, accrual calculations, and any other related accounting or financial documents or schedules
- Prepared financial report to donor on provided template and share with head of finance and head of department for review
- Train and mentor junior analyst and other staff on best financial practices
- Maintain confidentiality of financial information, organization decisions, or any other tasks assigned by the organization.

Requirements – Skills, Abilities, and Knowledge

- At least five to seven years' experience as a senior financial analyst, financial analyst, or in a similar position
- Strong research and analysis skills
- College degree in finance, business, economics, or accounting, or any management related degree. Postgraduate degree in a business related field or an MBA is desired
- Excellent communication skills – effective communication both written and oral
- Excellent presentation skills – the ability to understand and interpret complex data easily



- to all necessary stakeholders
- Expertise and confidentiality in handling financial database, finance, and statistical software
 - Ability to learn new concepts and tasks quickly, work under pressure, and meet deadline requirements in a fast-paced, dynamic environment
 - Ability to work well independently and better in a team
 - Possess strong attention to details, effective multi-tasking, and swift strategic thinking skills
 - Knowledge of IFRS and other related accounting law or standards
 - Good organizational and recordkeeping abilities
 - Ability to effectively mentor and evaluate team members
 - High proficiency with the use of MS office, especially Excel and Power-Point
 - Possession of any of CFA, CPA, CMA, ACCA, ACA certification is an added advantage
 - The hiring process for this position mostly requires taking certain **pre-employment assessment tests**.

How to Apply

You can submit your expression of interest, CV and financial proposal through email to job@unkea.org or deliver hard copy applications to UNKEA Juba HQs Office at 17th Avenue, Along Tombura road, Kator in Juba. Annexes to the expression of Interest should include registration certificate/license to operate in South Sudan, company profile, registration certificate, operational license and valid tax clearance certificates for firms. Expression of Interest letters should be addressed to HR/ADMIN, UNKEA South Sudan, P.O BOX 504, JUBA SOUTH SUDAN with the subject title ‘‘ Finance officer’’

Deadline for applications will be 17th June 2021.

Due to urgency of this position, applications will be reviewed on rolling basis, UNKEA deserves the right to hire qualified candidate before deadline. Therefore, qualified candidates/consulting firms are encouraged to apply and make sure you put all your document in one file to avoid waste of time in downloading.

