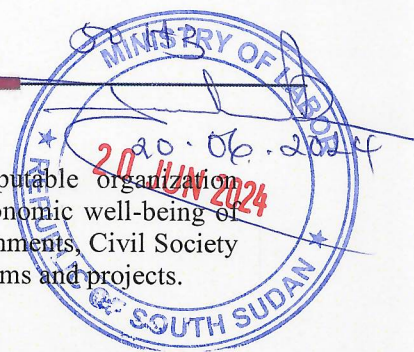




COMMUNITY SOCIAL AND ECONOMIC DEVELOPMENT AGENCY

Acacia Road, Gudele, Juba, South Sudan Telephone: +211926433637 Email: info@coseda.co



Community Social and Economic Development Agency (COSEDA) is a reputable organization dedicated to promoting sustainable development and improving the social and economic well-being of communities. With a focus on the African continent, COSEDA partners with governments, Civil Society Organizations, UN agencies and relevant stakeholders to implement effective programs and projects.

Our Vision

To create a self-reliant and empowered community in South Sudan, where local resources are optimally utilized to drive economic growth and improve the overall well-being of its residents.

Our Mission

COSEDA's mission is to empower communities by providing them with the necessary tools, resources, and knowledge to drive their social and economic development. By fostering partnerships and leveraging local insights, COSEDA aims to create lasting positive change and improve the lives of individuals and communities

EMPLOYMENT OPPORTUNITIES

Applications are invited from qualified persons for the positions shown below.

Interested and qualified persons are requested to make their applications **ONLINE** through the organizations official email info@coseda.co

Please Note:

- (i) Applicants should provide all the details requested for in the advertisement. It is an offence to include fraudulent information in the application or present fake certificates/documents.
- (ii) Only shortlisted and successful candidates will be contacted.
- (iii) Canvassing in any form will lead to automatic disqualification.
- (iv) COSEDA is committed to implementing the provisions of the Constitution on fair competition and merit, representation of Sudanese diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities.
Therefore, people with disabilities, marginalized communities and minorities are encouraged to apply.
- (v) Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates and transcripts during interviews.
- (vi) Applications (resume and cover letter) should reach COSEDA on or before **July 11th 2024** by **5.00 pm (CAT)**. **All applications must quote the vacancy number and position on the subject line.** *Note: Positions will be filled on a rolling basis*

COSEDA is an equal opportunity employer and encourages candidates from all backgrounds to apply. We are committed to fostering a diverse, equitable, and inclusive workplace where everyone feels a sense of belonging. We look forward to receiving your application and discussing how you can contribute to our mission of empowering communities in South Sudan. COSEDA is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults and expects all staff to share this commitment

Promoting Sustainable Health, Social and Economic Development for African Communities



COSEDA

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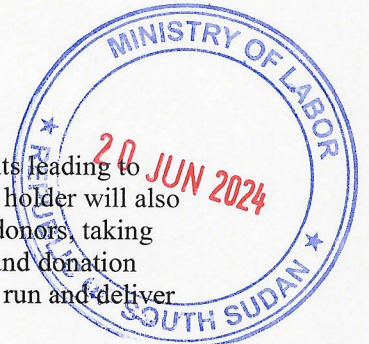
FINANCE OFFICER (COSEDA.VAC/No. 03/2024.)

Reporting to: Executive Director

Physical Location: Juba

Job Summary

The Finance Officer will be responsible for supporting programmatic and research grants leading to execution of projects on a stipulated budget and compliance environment. The position holder will also be responsible for accurate and timely reporting to the project lead, granting agencies, donors, taking part in external audits if required for any grants, ensuring accurate recording of grants and donation related transactions in the general ledger, ensuring projects have sufficient cash flow to run and deliver on tasks assigned by the Senior Manager Finance and Regional Director Finance.



This is a high-impact role reporting to the Finance & Administration Manager and below will be your **key performance areas**;

- **Budgeting & Financial Planning:** Preparation and tracking of capital and operational budgets as well as financial analysis, forecasting and modeling
- **Financial reporting** – responsible for monthly performance briefs, quarterly management accounts, and annual audited accounts as per investor, Donors, and other stakeholder requirements
- **Finance Operations:** Perform the finance processes including improving our controls from procurement to payables processes
- **Finance Risk Management:** including currency risk management, credit risk management, liquidity risk management, and operational development and implementation of the investment policy
- **Financial systems infrastructure:** Initiation and implementation of internal procedures and controls, including purchasing, payments to suppliers, payroll and expenditure
- **Receivables management:** Supervise collection of company debt and maintenance of debt accounts
- **Finance Team Management and leadership;**
 - i. Monitor the banking activities of the organization
 - ii. Ensure adequate cash flow to meet the organization's needs including cash flow management, forecasting, and planning
 - iii. Monitor and control expenditures and budgets
 - iv. Monitor and analyze monthly operational results against periods and budget issue reports to management
 - v. Check for compliance with the Income Tax Act, VAT Act, and other statutory deductions across Africa and other regulations when making payments to employees and suppliers of goods and other services
 - vi. Develop new and review existing finance / accounting policies and procedures and ensure gaps are addressed

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Qualifications

Education;

- Bachelor's Degree in Accounting, Finance, Commerce or Business Administration; Master's Degree a plus

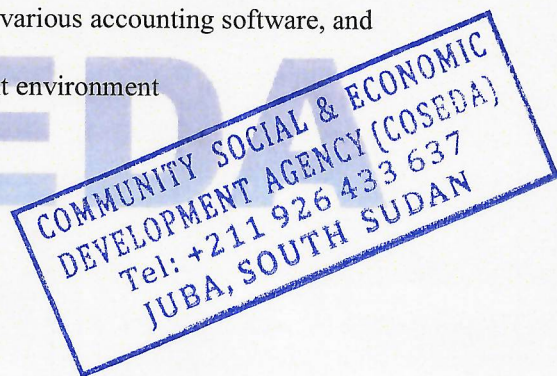
Work Experience:

- Minimum 2 years of progressive NGO accounting experience in an international development environment.
- Supervisory experience including coaching and team formation is an added advantage.
- Experience working in a multicultural professional environment.
- Familiarity with major general ledger software packages preferred.
- Experience within a humanitarian setting is an added advantage.



Demonstrated Skills and Competencies:

- Fluency in English is required. Fluency in Spanish and/or French is an added advantage.
- Ability and willingness to travel to different Country Programs as needs arise
- Detailed knowledge of fund accounting, procurement and financial management of USAID and UN cooperative agreements
- Ability to present sophisticated financial information in a succinct and compelling manner, and to solve complex matters through the use of analyses, data-sharing, and cooperation
- Professional finance certification is highly desirable (e.g. CPA/CA)
- Experience within a humanitarian emergency setting is highly desirable
- Knowledge of US Government, European Union, and United Nations donor reporting regulations highly desirable
- Highly reliable and previous work experience with a major general ledger software package – experience with MS D365 preferred flexible approach to professional responsibilities: the ability to change course at a moment's notice yet remain focused and productive, as well as the ability to work independently and as part of a team
- Excellent communication, interpersonal, and diplomatic skills: the ability to effectively liaise with colleagues in diverse multicultural environments
- Solid organizational skills: the ability to be productive under pressure in a fast-paced team environment
- Strong digital literacy: facility with MS Word, Excel, various accounting software, and email/internet software
- Demonstrated ability to thrive in a matrix management environment



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