



WOMEN AND CHILDREN HEALTH ORGANIZATION (WCHO)

Email: info@womenandchildrenhealth.org

Website: www.womenandchildrenhealth.org

Vacancy Announcement

JOB ADVERTISEMENT

Job Title: Finance Officer

Opening Date: 15-04-2025

Closing Date: 06-05-2025

Location: Juba, with at least 25% travel time to field locations

Number of Vacancies: 1 Post

Eligibility: South Sudanese Nationals only

Term: Full-time, 12 Months (3 Months' Probation) Renewable depending on performance and funding.

Benefit Package: The compensation package is based on WCHO Salary Scale/Grid and depends on prior work experience and skills.



Organization Background:

Women and Children Health Organization (WCHO) is a Women Led, Non-Profit National Non-Governmental Organization registered under RRC ACT 2016 committed to collaborating with key stakeholders and partners to find better solutions for addressing gender disparity and improving access to transformative services and vital information with a vision of working with women, children and youth to promote an inclusive and just society where everyone including persons with disabilities has access to equitable and quality services.

It was founded in April 2018 by a group of professionals with diverse educational background and vast working experiences in emergencies and development nexus and legally registered in February 2020 with registration No. 2728.

WCHO is dedicated to ensuring not only initial survival at birth but also the sustained well-being of children through a comprehensive approach. Our focus extends beyond immediate neonatal care to encompass ongoing access to preventive healthcare services including sanitation, nutrition, protection and education. This holistic strategy is vital for enhancing child health outcomes, safeguarding longevity, and significantly improving the overall quality of life for children.

Position Summary:





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Perform the day—to—day processing of financial transactions and bookkeeping of Juba Country Office including month—end and year end closing (in accounting software e.g. QuickBooks) in liaison with HQ Finance Manager to ensure that finances are maintained in an effective, up to date and accurate manner.

He/She will be based in Juba but with frequent visits to the field offices. The incumbent will work in collaboration with other staff, local authorities, the Program Manager, and the Country Executive Director. The position will be supervised by the Finance Manager as a Technical Line Manager with administrative and oversight support from the WCHO Program Manager.

The primary purpose of the position:

The Finance Officer will take the responsibility of handling all office finances and other administrative functions. The Finance Officer will play an important role in ensuring adherence to WCHO procurement policy, WCHO Financial Guidelines; strict compliance with the WCHO HR manual and taking overall leading in prevention and fraud mitigation actions. You will commit to abide by the WCHO Code of Conduct and Ethics.

He/She will ensure that the WCHO anti-corruption policy and other Code of Conduct Mechanism is implemented as directed by the Finance Manager or direct Line Manager or Designee. You are required to fully understand the WCHO payment process, assist and explain to the non-finance staff the compliance requirements and report to the line manager or designee all forms of misconduct experienced at both Juba Country Office and field locations.

Geographic Scope: South Sudan with at least 25% travel time to field locations .

Main Duties and Responsibilities:

- Ensure that the office finance and admin functions are in line with the WCHO policy and established organizational practices.
- Ensure that donor rules and regulations are adhered to in the finance management of WCHO specific projects.
- Ensure all finance and procurement-related documents are systematically followed and recorded and filed.
- Take responsibility for the custody and management of office petty cash.
- Ensure maintenance of updated project document folders with hard copies of all required project documents.
- Preparing and sending project records, agreements at both Juba and field offices and other documentation from the field locations to the Juba finance office.
- Receive and verify invoices and PO/requisitions for goods & services and ensure transactions comply with financial policies and procedures.





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- Ensure timely preparation of monthly financial reports to the Line Manager or Designee and copy in the Field Office Finance Team for their records – both in soft and hard copies within the time frame, format and context prescribed by WCHO.
- Prepare Payment Vouchers/Request and process payment including coding payment documents to ensure that they are correctly charged to proper budget lines.
- Ensure weekly cash counts are conducted and well documented.
- Ensuring maintenance and monitoring of day-to-day payroll and accounting systems by verifying the financial transaction methods used.
- Lead in the preparation of Donor Financial Report and supporting documents to donors for submission on time.
- Ensure ongoing maintenance of general ledger, sub-ledgers and Trail balances of WCHO Country Office and its projects.
- Daily reporting, preparing employee payroll cheques, WCHO tax (PIT, Withholding) returns and filing and maintaining general ledgers.
- Developing and maintaining financial systems, financial records, agreements, contracts and other documents.
- Planning, directing, and controlling accounting and financial operations.
- Preparing reports and documents covering accounting transactions for management review.
- Ensuring that accurate records are kept by standard practices through compliance with financial policies and regulations.
- Establishing budgets, forecasts for future cash flows and provide periodic financial analysis.
- Monitoring budget performance, expenditure control of WCHO programs.
- Recording and reconciling accounts payable and accounts receivable and other accounts.
- Tracking bank deposits and payments and performing monthly bank reconciliations.
- Assisting with budget preparation in both WCHO and donor specific formats.
- Reviewing and implementing WCHO financial policies and regulations.

Educational Qualifications and Professional Experience:

Applicants for this position **MUST** possess the following requirements.

Essential:

- Bachelor's Degree or Diploma in Business Administration, Finance, Accounting or any other related fields. Holders of CPA or ACCA will have an added advantage.
- At least 2-3 years' experience in finance and administrative roles.
- Good communication skills, both written and oral (English) Knowledge of the local language and Juba Arabic is essential.
- Able to work with minimum supervision, proactive and organized.
- Proficiency in computer skills especially Microsoft suite (advanced Excel)
- Able to handle pressure and remain focused.





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- High degree of discretion in dealing with confidential information.

Skills and Competencies:

- Prior experiences with QuickBooks Online (computerized Accounting) would be an asset.
- Good understanding of donor rules and regulations and implementation of strong compliance and control framework.
- Strong experience liaising with governmental/local authorities and NGOs.
- Audit experience and excellent attention to detail are essential.
- Proven strong budgetary control and financial management skills.
- Clean, trustworthy, planner and active member.
- High Communication Skills and Representation.
- High experience and familiarity with South Sudan Labour law.
- Advanced level in English and Arabic is a Must.



Personal Attributes:

- **Leadership:** Ability to inspire and lead a team towards achieving WCHO's goals.
- **Adaptability:** Flexibility to work in a dynamic environment and adapt to changing needs and priorities.
- **Commitment:** Passion for WCHO's mission and values.

Application Process:

Interested candidates are invited to submit their cover letter outlining their motivation and experiences, CV (CVs should not exceed 3pages), academic documents and Nationality ID to recruitment@womenandchildrenhealth.org. Please indicate "Finance Officer" in the subject line or hand delivery to WCHO office in Kololo Road Thongping Juba-Na-Bari, Block 5, Plot No.350- Juba-South Sudan (Opposite Catholic University of South Sudan)

Note: Due to the urgency to fill this position, applications will be reviewed on rolling basis until the position is filled, the position may be filled before the deadline. CVs are not returnable. **Only shortlisted candidates will be contacted for further assessments.**

"Women are strongly encouraged to apply"

WCHO OBSERVES ZERO TOLERANCE FOR SEXUAL EXPLOITATION AND ABUSE AND PROVIDES FREE HUMANITARIAN ASSISTANCE TO ITS BENEFICIARIES, EXCHANGE OF MONEY, EMPLOYMENT, GOODS OR SERVICES FOR SEX IS HIGHLY PROHIBITED.

