

VACANCY ANNOUNCEMENT

Action Against Hunger is a non-governmental organization whose aims and mission is to save lives by eliminating hunger, under-nutrition, particularly during and after emergency situations like disasters. Action Against Hunger focuses on nutrition, health and healthcare practices; food security and livelihoods (FSL); water, sanitation and hygiene (WASH) and advocacy.

Action Against Hunger USA is currently looking for a qualified South Sudanese Nationals to fill in the position of Finance Officer – 01 Position to be based in Juba

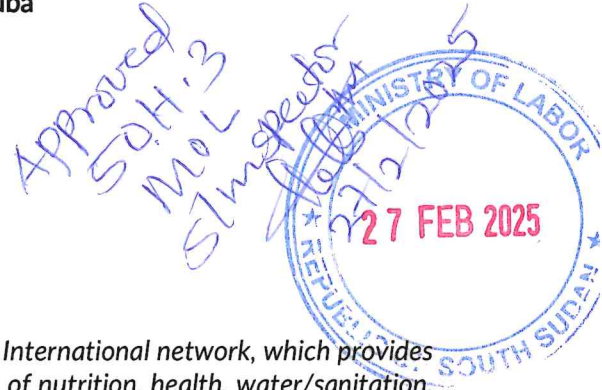
Position open date: **February 27, 2025**

Closing date: **March 18, 2025**

Expected Start date: **May 2025**

Contract Duration: **8 Months with possibility of extension**

Location: **Juba**



Action Against Hunger-USA is part of the Action Against Hunger International network, which provides humanitarian relief in over 40 countries worldwide in the sectors of nutrition, health, water/sanitation, and food security. Action Against Hunger-USA, an independent NGO, currently manages operations in seven countries: Kenya, South Sudan, Tanzania, Uganda, Ethiopia, Haiti and Somalia. Action Against Hunger-USA has approximately 1,500 staff based in the various country offices, Head Quarter in New York City and Operational Centre in Nairobi. Additional growth is anticipated.

I. SUMMARY OF POSITION

Overall Purpose: As a key member of a dedicated and diverse team, the Finance Officer plays a critical role in delivering practical and compassionate financial services to support the world's most vulnerable communities. This role involves a broad range of financial activities to ensure the Mission's financial needs are met efficiently and effectively. The Finance Officer is responsible for ensuring all financial transactions are processed with the highest level of integrity, in compliance with donor requirements, HQ policies, and field operational guidelines. By maintaining accurate and timely records, the Finance Officer supports the program's financial health and contributes to its transparent and accountable operations.

The Finance Officer's role is designed with the following purpose, engagement and delivery:

Purpose:

The Finance Officer is responsible for ensuring the efficient and accurate processing of financial operations, including fund management and banking transactions. This role supports the Finance team by providing timely and precise financial data and adhering to established procedures to maintain financial integrity.

Engagement:

Actively engage with staff at both the coordination office and field bases, offering support and guidance on finance-related matters. Collaborate with operational teams to address factors that may influence the seamless and consistent delivery of financial services, ensuring financial processes align with overall organizational goals.

Delivery:

Timely production of the following reports among others:-

- Daily Bank Accounts balance
- Monthly Tax payments
- Monthly Sylogist Provisional writings



- Monthly Bankbooks closure: Bank reconciliations, Bank statements, filed supporting documents

II. ESSENTIAL JOB FUNCTIONS

1. Bankbook Management & Payment Processing

- Coordinate and manage bankbooks, ensuring accuracy and timely transaction processing.
- Review invoices and supporting documents from Coordination Log/HR teams and Field Bases, ensuring compliance with procurement processes, contract terms, supplier details, and financial calculations.
- Verify financial allocation and raise concerns with the Finance Manager (Accountancy and treasury) if needed.
- Prepare payment vouchers for bank transfers and cheque payments.
- Ensure timely payment of outstanding accounts payable and monitor payment schedules.
- Maintain accurate records of all payables and ensure they are reflected in the company's financial statements.
- Liaise with vendors to resolve discrepancies and ensure the timely delivery of goods and services.
- Maintain an up-to-date and organized filing system for accounts payable documentation.
- Reconcile accounts payable and accounts receivable on a monthly basis to ensure accuracy.
- Prepare regular reports for management, highlighting key issues and cash flow trends.
- Process bank transfers via the online banking system and obtains necessary approvals.
- Issue and record cheque payments, ensuring proper approvals and documentation.
- Maintain a tracking file for issued cheques and facilitate their release by authorized signatories.
- Translate accounting documents as required.
- Record all invoices paid in Sylogist on a daily basis.
- Monitor bank balances and notify the Finance Director of required bank transfers.
- Perform monthly bank reconciliation and close bankbooks in Sylogist.
- Compile and print bank statements and reconciliations for monthly financial reporting.

2. Financial Data Entry & Bookkeeping in Sylogist

- Ensure that all financial transactions are accurately recorded in Sylogist according to the organization's Chart of Accounts.
- Verify that financial entries match supporting invoices and that allocations align with the correct project, contract, and financial codes.
- Ensure proper recording of PD references and third-party codes.
- Follow ACF Kit Admin guidelines for financial data entry and splitting of transactions.
- Communicate with the Finance Manager (Accounting and treasury) on necessary updates to Sylogist Mission Parameters.

3. Tax Compliance & Payment Management

- Verify the eligibility of all tax payments and ensure compliance with tax regulations.
- Prepare GOSS Tax Return Forms and associated payment vouchers.
- Ensure timely submission of tax returns to the Directorate of Taxation by the 15th of each month.
- Record tax payments in Sylogist, ensuring adherence to organizational financial procedures.
- Maintain organized tax records, including tax return forms and supporting documents.

4. Documentation, Classification & Filing

- Stamp and file all paid invoices and financial documents systematically.
- Maintain an organized filing system for bankbook accounting records.
- Apply coding stamps as per ACF Kit Admin guidelines.
- Ensure all accounting documents are properly filed, stamped, and shared with the Finance Manager on a monthly basis.

5. Financial Support & Compliance

- Assist in financial audits, pre-audit preparation, and documentation retrieval.
- Support payroll processing and submission.
- Conduct field visits to support finance teams through training, induction, and temporary replacements when required.



- Provide financial analysis and insights to improve financial efficiency and accountability.
- Assist the Coordination Finance Team in covering temporary staff absences when required.

III. SUPERVISORY RESPONSIBILITIES

The Finance Officer may be required to oversee and mentor Finance Assistants, interns, and trainees, providing guidance and support to ensure their tasks are completed accurately and efficiently. Supervisory duties may include delegating financial tasks, monitoring performance, and offering professional development opportunities as needed.

IV. GENDER EQUALITY COMMITMENTS

- Foster an inclusive environment that ensures both women and men have equal access to information and opportunities.
- Create a work culture where promotions and career advancements are based solely on performance, ensuring fairness and equality for all employees.
- Treat all beneficiaries—women, men, children (boys and girls), and individuals with disabilities—with respect and dignity, regardless of gender, sex, disability, religion, or other personal characteristics.
- Value and respect diverse cultures and ensure that all interactions are inclusive and culturally sensitive.
- Actively promote and uphold the Protection from Sexual Exploitation and Abuse (PSEA) policy and procedures, maintaining a zero-tolerance approach to any form of abuse.

V. PHYSICAL DEMANDS

- While performing the duties of this role, the employee is required to sit for extended periods, focus on tasks such as typing, and manage heavy workloads with accuracy and efficiency under tight deadlines, in a moderately noisy office with occasional interruptions.
- When traveling to field locations, the employee must possess the physical fitness required to handle challenging, high-stress conditions. This may include walking long distances, adhering to limited diet options, and staying in basic or uncomfortable housing, such as tents.
- The physical demands described here represent the necessary conditions for successfully performing the essential functions of the job. Reasonable accommodation may be provided to enable individuals with disabilities to perform essential duties.

VI. WORKING CONDITIONS, TRAVEL AND ENVIRONMENT

- Regular attendance at work is required, typically five days per week, with flexibility to work outside normal office hours or on weekends as needed.
- This role requires the ability to travel for domestic assignments to various bases, which may expose the employee to challenging environments, including high-security risk areas, basic living conditions, harsh weather conditions, and potential exposure to infectious diseases.
- All Action Against Hunger-USA employees is expected to engage with and adhere to the organization's performance management program.

VII. REQUIRED QUALIFICATIONS AND PROFESSIONAL EXPERIENCE

- Bachelor's degree in finance, Accounting, Business Administration, or a related field.
- Professional certification (CPA, ACCA, or equivalent) is an added advantage.

VIII. REQUIRED PROFESSIONAL EXPERIENCE, SKILLS & COMPETENCIES

- Minimum of 5 years of experience in finance and accounting roles, preferably in an NGO or multinational organization.
- Proficiency in financial management software, preferably Sylogist or similar ERP systems.
- Strong knowledge of accounting principles, financial reporting, and tax regulations.
- Experience in bank reconciliations, accounts payable/receivable, and budget monitoring.
- Ability to analyze financial data and prepare reports.



- Excellent attention to detail and problem-solving skills.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team in a fast-paced environment.
- Integrity & Confidentiality - Maintains ethical financial practices and protects sensitive information.
- Analytical Thinking - Ability to analyze complex financial data and make informed decisions.
- Attention to Detail - Ensures accuracy and thoroughness in financial transactions and records.
- Problem-Solving - Identifies financial issues and implements solutions effectively.
- Time Management - Manages workload effectively to meet deadlines.
- Adaptability & Resilience - Works effectively under pressure and adapts to changing financial environments.

IX. COMMITMENT ANTI-DISCRIMINATION AND PSEA

We provide equal employment opportunities (EEO) to all employees & qualified applicants for employment without regard to race, color, religion, gender, ancestry, national origin, age, handicap, disability, marital status, or status as a veteran. The incumbent is required to carry out the duties in accordance with the Action Against Hunger Safeguarding policies (PSEA, Child safeguarding and Code of Conduct). Action Against Hunger-USA complies with all applicable laws governing nondiscrimination in employment.

X. SAFE GURADING COMMITMENT

Action against Hunger has zero tolerance towards all forms of harm and abuse. We take concerns and complaints relating to safeguarding issues involving our staff, partners and suppliers very seriously. **We will take action to vigorously investigate and manage any violations or alleged violations of this policy**

To apply, please! Send your **Cover letter, CV, & ID card as one Document** with three professional References to recruitment@ssd-actionagainsthunger.org specifying **Finance Officer**; as the tittle of your email, or hard copy Applications delivered to Action Against Hunger Office in Hai Cinema, near St James Parish.

The deadline for applications is **March 18, 2025 at 5:00pm**. We do appreciate your interest to work with us; However, Only shortlisted Candidates will be contact.

We will only receive, accept and consider all applications submitted through referred channels above, any applications submitted other than channels stated here will not be accepted & considered.

"This Position is Open to South Sudanese Nationals Only"

"Qualified Female Candidates are encouraged to apply"

Apply"

