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16/4/2026

CONCERN
worldwide

VACANCY ANNOUNCEMENT FOR FINANCE SUPPORT OFFICER FOR JUBA

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 Support Officer** to be based in **Juba, Central Equatoria State**.

Job Purpose:

The primary aim of the role to maintain strict financial control/recording of all payments made through the Juba Office.

Main Job Responsibilities

- Management of the petty cash box,
- Ensure accurate recording on the Bankbook, Cashbook, Float register and Cash Logbook
- Update cash book in daily basis and reconcile the physical cash and cash balance as per cash book
- Provide monthly bank reconciliation.
- Maintain an accurate float log sheet in order to ensure that all floats are correctly authorised, managed and returned.
- Complete Payment Vouchers for all expenditure incurred – ensuring that all supporting documentation that has been supplied, is correctly coded and properly authorised.
- Organize weekly and monthly cash counts with the Country Financial Controller/ Finance Manager.
- Ensure all paid documents bear the "PAID" stamp to avoid any duplication of payment.
- Ensure that cash balances are within the recommended limits as per the DOA.
- Prepare cheque cover letters when the amount to be paid exceeds the equivalent of 1,000 euros,
- Initiate online payments and prepare the required documents for banking transactions.
- Coordinate with the Opportunity Bank the process of delivering cash in Juba Office.
- Support the Finance Officer in the preparation of the monthly cash forecast.
- Support the finance team to organize documents during internal and external audit.
- Maintain a proper filing system for financial documents so that documents can be retrieved easily when it is required.
- Ensure that, at the start of their employment, all staff handling Concern funds receive induction in the use of Concern standard forms (floats, Payment Request forms, per diem form....).



Other:

- Adhere to standards of conduct as outlined in Concern's Safeguarding and associated policies
- Support and promote the standards outlined in Concern's Code of Conduct and related policies to the team, partners and stakeholders and commit to providing a safe working environment.
- Actively participate in Concern accountability initiatives (e.g. communication strategy, participation and CRM), ensuring that they are integrated into the project.
- Undertake other related duties as may reasonably be assigned by the CFC and Country Manager.

Person's Specification & Education Qualifications

- Certificate in Administration or related discipline

Professional Experience and Competence Required.

- Up to 3 years previous experience in a similar role
- Experienced in Microsoft Word and Excel
- Courteous in dealing with people
- Ability to maintain confidentiality and discretion

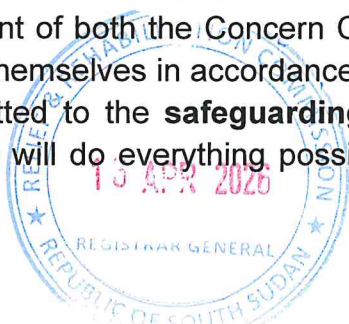


Emergency Response

Concern is committed to responding to emergencies efficiently and effectively 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 via email to vacancies.juba@concern.net (advert is open from **Thursday 16th April 2026 to Wednesday 06th May 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

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.

Due to the urgency of this position, applications will be shortlisted on a regular basis, and we may offer the post before the closing date."

