



JOB ADVERTISEMENT

Position: Field Finance Officer

Location: Wau, Western Bahr el Ghazal State, South Sudan

Reports To: Finance and Admin Manager

Duration: 4 Months (Highly renewable based on performance)

Opening date: August 21, 2026

Application Deadline: September 14, 2026

Restriction: This position is open to South Sudanese female applicants

About ACEA

The African Christian Ecumenical Alliance (ACEA) is a faith-based humanitarian and development organization founded in 2019 to address the interconnected challenges of conflict, climate shocks, and poverty across Africa. We bridge emergency response with long-term resilience, focusing on Disaster Relief, Women and Youth Empowerment, Livelihoods, Health, Education, and Peacebuilding. Active in Central Equatoria, Western Bahr el Ghazal, Abyei, and Akobo-Jonglei, we work to build sustainable futures for vulnerable communities.

Role Overview

ACEA is seeking a meticulous and experienced Field Finance Officer to manage the financial operations for our peacebuilding projects funded by UNESCO and UN Women in Wau. This is not just a number-crunching role, you will be the guardian of donor compliance, ensuring that every dollar is accounted for and aligned with strict donor regulations. You will work closely with program teams to bridge financial planning with field implementation, ensuring our projects deliver maximum impact transparently.

Key Responsibilities

Financial Management & Internal Controls

- Establish and maintain robust financial internal control systems for cash handling and expenditure management in the Wau field office.
- Verify the accuracy, legitimacy, and completeness of all financial documentation (PRs, payment requests, invoices) before processing payments.
- Safeguard organizational assets through strict adherence to financial policies and procedures.



Budget Monitoring & Grant Compliance

- Monitor project budgets and prepare performance analysis reports to track spending against approved plans.
- Participate in grant review meetings, providing financial insights to guide programmatic decisions.
- Ensure 100% compliance with donor financial requirements for UNESCO and UN Women, including eligible costs, documentation, and reporting formats.

Cash Flow & Forecasting

- Coordinate with program staff to develop realistic cash forecasts that align with activity schedules.
- Monitor field office cash balances and manage timely cash transfer requests to prevent implementation delays.
- Ensure adequate liquidity for project activities while maintaining financial discipline.

Reporting & Record Keeping

- Prepare and submit accurate monthly financial returns and donor reports on schedule.
- Maintain a comprehensive, organized, and audit-ready financial filing system for all grants.
- Assist in audit preparations by providing necessary documentation and supporting schedules.

Qualifications:

- Education: Bachelor's degree in accounting, Finance, or a related field.
- Certification: Professional accounting certification (CPA II or equivalent) is highly desirable.

Experience:

- Minimum 2–3 years of progressive finance experience with an International or National NGO in South Sudan.
- Proven experience in budget setting, financial accounting, and donor reporting.
- Experience managing projects funded by UN agencies (UNESCO and UN Women) is a strong advantage, familiarity with their compliance frameworks, reporting templates, and audit requirements is highly valued.

Skills & Competencies:

- Technical Proficiency: Advanced skills in Microsoft Excel (pivot tables, formulas, data analysis) and experience with accounting software/packages.
- Soft Skills: Excellent interpersonal, communication, and negotiation skills with cultural sensitivity.
- Resilience: Ability to work under pressure, meet tight deadlines, and thrive in a challenging field environment.



- **Integrity:** Demonstrated honesty, transparency, and commitment to ethical financial management.

Personal Attributes:

- High attention to detail and a proactive approach to problem-solving.
- Ability to work independently while contributing effectively as part of a professional team.
- Genuine commitment to ACEA's mission and values.

Safeguarding:

ACEA is committed to upholding the highest standards of safeguarding and Protection from Sexual Exploitation and Abuse (PSEA). We maintain a zero-tolerance policy towards any form of exploitation, abuse, harassment, or discrimination. All staff, volunteers, and partners are expected to adhere to our safeguarding and PSEA policies, ensuring the safety and dignity of children, young people, and vulnerable adults. The successful candidate will be required to undergo rigorous background checks, including reference verification and criminal record screening, and must demonstrate a clear commitment to these principles throughout their engagement with ACEA.

How to Apply

Interested and qualified South Sudanese female candidates are invited to submit their: CV, Cover Letter (explaining your suitability for the role) and 3 Professional References

Email: HR@aceasouthsudan.org and cc finance@aceasouthsudan.org

Subject Line: *Application for Field Finance Office–Wau*

Physical Address for Delivery of Hard Copies:

G-2 Building, Plot No. 109, Block B
Hai Mayo Residential Area
Juba, Central Equatoria State
(Located next to the Ministry of Mining)

ACEA South Sudan is an equal opportunity employer. All applications will be treated with strict confidentiality.

