



JOB ADVERT

10th September 2026

Position: Finance Officer
Duty Station: Aweil-South Sudan
Period: Eight (8) Months with a possibility of Extension
Direct Supervisor: Programme Coordinator

Job Overview:

Peace Winds Japan (Peace Winds) with funding from the Japan platform (JPF) is seeking to recruit a high experienced, skilled and detail-oriented Finance Officer to join the team. The Finance Officer will be responsible for supporting the day to day financial management and regular and timely reporting. The staff will be required to engage in timely financial reporting.

The incumbent will also be required to adhere to all Peace Winds policies and procedures as well as security situations around the project site, and to participate and assist in other Peace Winds activities as required. S/he will be expected to complete all tasks assigned by the Programme Coordinator, safely operating equipment, and working alongside other project members in the project planning and timely implementation.

To be successful as a Finance Officer, the incumbent should be passionate about his/her humanitarian discipline and demonstrate strong logical and critical thinking skills. Outstanding candidate should be able to effectively motivate and enhance the capacity of team members, write detailed financial reports, and ensure consistent quality assurance standards. S/he should also be able to diagnose problems and follow instructions in fast-paced environments.

Main Tasks and Responsibilities:

Managing the Capital Cash;

- Review and record the advance requests, purchase invoices, and receipts, while ensuring the quality of these documents and reporting any missing item or needs of correction to the Programme Coordinator
- Process cash payments upon approvals
- Closing the cash account daily (cash count)
- Closing the cash account every month: physical counting, printing of accounting documents, check supporting documents
- Ensure that all advances made within the month is liquidated before the final monthly cash count
- Establish a connection between the ledger, documents and physical counting





- Ensure compliance with the Peace Winds and donor finance and procurement guidelines

Following up payments to suppliers;

- Work closely with the procurement department to maintain the data for recording supplier payments for South Sudan
- Following up on timely payment of all suppliers up on their compliance with the payment condition, including the service provision and submission of required documents, and the internal payment approval

Ensuring quality control of the invoice, receipts and supporting documents;

- Check all supporting documents in each financial file is present as per Peace Winds guidelines and procedures
- Immediately inform the Procurement department of any errors
- Follow up with the suppliers in case of discrepancy and needs of improvements in any invoice, receipt and supporting document
- Check that all invoices and their amounts are present before submission for payment

Ensure the classification, scanning and filling of Finance and Admin documents;

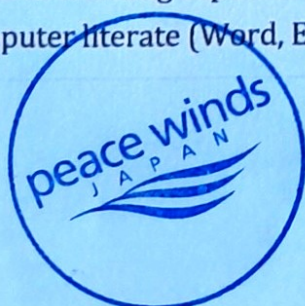
- Maintain all accounting documents and contracts (original for the current month and photocopies for past months)
- Classify all expenditures on the Project according to month, contract, budget line and accounting book
- Ensure that all the finance and accounting documents are scanned and sent to HQ after the review by Programme Coordinator

Other Financial Duties;

- Preparing and conducting the financial audits
- Managing Peace Winds Tax payment and follow up, while filling RoSS Tax return form and prepare the payment voucher, submitting the Tax return form to the Directorate of Taxation before the 15th of each month, archiving the Tax return forms and related supporting document in a specific file, and following up of tax clearance certificates
- Perform other related duties as required

Essential Qualifications and Experience:

- A higher diploma or University Degree in Accounting; Finance, Public Administration, Business Administration, Economics, or a related field
- At least 3 years of working experience in humanitarian context as Finance personal
- Excellent computer literate (Word, Excel, PowerPoint)





- Good knowledge of Japan Platform/United Nations financial rules and procedures. Experience of working in South Sudan, implementing JPF/UNHCR projects is an asset
- Working experience with People Soft/Oracle Financial modules
- Strong oral and written communication skills in English. Oral and written communication skills in Arabic are an advantage
- Strong analytical, troubleshooting, problem-solving, and communication skills.
- Ability to follow instructions and to collaborate with others
- Ability to organize tasks simultaneously and prioritize work
- Honest, responsible and in good physical condition to meet the job's demands
- Flexibility, ability to adjust hard living conditions where movement is limited, basic service is limited
- Willingness to adhere to and carry out Peace Winds' rules and guidelines

Functional skills (Skills marked with an asterisk* are essential):

- *FI-Finance - Accounting
- *IT-Computer Literacy
- *FI-Finance
- *FI-Admin
- *IT-MS Office Applications

This position is open to qualified candidates regardless of gender, age, so on. Application from female candidate is highly encouraged.

Safeguarding and Code of Conduct

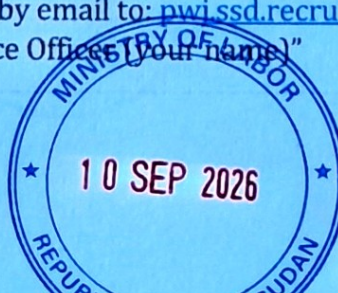
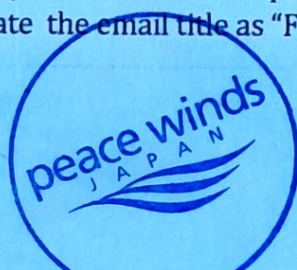
Peace Winds is committed to protecting the rights, dignity and well-being of all people we serve. The successful candidate will be expected to comply with Peace Winds' Code of Conduct, safeguarding policies, professional standards, infection prevention procedures and all applicable health and safety requirements.

Working hours:

- Standard working hours according to Peace Winds regulations and South Sudan Government Labour Laws
- A reasonable degree of flexibility is expected when and where required

How to Apply:

- Please submit in English, a current resume, including at least three references, with a cover letter (not more than two pages) by email to: pwj.ssd.recruit@gmail.com
- Please Indicate the email title as "Finance Officer (Your name)"





- The application closing date is **28th September 2026 at 4:00pm** local time.

NOTE:

Peace Winds Japan **DOES NOT** solicit for money or **ANYTHING ELSE** in exchange for a job.

Only shortlisted candidates will be contacted for interviews.

Kindly note; due the urgency of the position, applications will be reviewed as they are received and the successful candidate will be appointed before the expiry of the set deadline.

