TITI FOUNDATION
The Hope for the Marginalized in South Sudan

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BACKGROUND: -

TITI Foundation is a national non-governmental organization (NNGO) formed by a group of south Sudanese professionals, from varied educational background and experiences. TITI is an abbreviation of "**TOGETHER IN TRANSFORMATIONAL INITIATIVES**"- promoting progress, peace and prosperity. The organization is registered (with the South Sudan Relief and Rehabilitation Commission (SSRRC), registration number 519 under chapter 3, section 10 of the 2013 South Sudan NGO Act We have been active in South Sudan since 2016 and are committed to the safety and protection of children rights from intentional and unintentional harm. To date, we continue to offer responses for returnees, internally displaced persons (IDPs) and the host communities in need of assistance to obtain durable solutions, addressing their food security, livelihood, education, water, hygiene and sanitation, peace building and conflict mitigation and nutrition needs.

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Position Title: Finance Officer
Department: Finance and Administration
Duty Station: Kajokeji, Central Equatoria State, South Sudan
Employment Type: Full-time
Number of Positions: One (1)
Reports To: Finance Manager / Head of Finance

Job Purpose

The Finance Officer is responsible for managing and supporting the day-to-day financial operations of TITI Foundation's project activities in Kajo-Keji. The officer ensures accurate financial records, effective budget monitoring, proper cash management, timely financial reporting and compliance with organizational financial policies, donor regulations and established accounting procedures.

The officer will work closely with the Project Officer, Finance Manager, Programme Manager and other relevant departments to ensure transparency, accountability and efficient utilization of project resources.

- ## 3. Key Duties and Responsibilities

A. Accounting and Financial Management

- Maintain accurate and up-to-date accounting records and books of accounts.
- Record all financial transactions in the approved accounting system.
- Prepare payment vouchers, receipts, journals and other accounting documents.
- Review invoices, receipts, payment requests and supporting documents before processing.
- Ensure all transactions are properly coded, authorized and supported by relevant documentation.
- Maintain proper physical and electronic filing systems for financial records.
- Ensure completeness and accuracy of monthly accounting returns.

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B. Budget Monitoring and Financial Planning

- Monitor project expenditure against approved budgets.
- Prepare monthly budget-versus-actual expenditure reports.
- Identify budget variances and communicate them to the Finance Manager and Programme Manager.
- Support the preparation of project budgets, activity budgets and cash forecasts.
- Ensure expenditures are charged to the correct project and budget lines.
- Advise project management on budget utilization and potential overspending.
- Ensure that no expenditure is incurred outside approved budgets without the required authorization.

C. Cash and Bank Management

- Manage field-office cash and petty cash in accordance with approved financial procedures.
- Maintain accurate cashbooks and petty cash records.
- Conduct regular physical cash counts and reconciliations.
- Prepare cash requests and cash forecasts in coordination with the Project Officer.
- Monitor staff advances and ensure timely retirement.
- Prepare bank reconciliations where applicable.
- Ensure the safe custody of cash and financial documents.
- Maintain appropriate cash management and internal control procedures.

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D. Financial Reporting

- Prepare and submit timely monthly, quarterly and other required financial reports.
- Consolidate project financial information for submission to the Head Office.
- Prepare expenditure reports and budget utilization updates.
- Support the preparation of donor financial reports.
- Ensure accuracy and completeness of all financial information submitted.
- Maintain audit-ready financial records and supporting documents.

E. Compliance and Internal Controls

- Ensure compliance with TITI Foundation's financial policies and procedures.
- Ensure compliance with donor financial requirements and approved project budgets.
- Verify authorization and supporting documentation before processing payments.
- Ensure proper segregation of financial responsibilities.
- Identify and report financial irregularities and potential risks.
- Support internal and external audits.
- Ensure compliance with applicable tax and statutory obligations.

F. Payroll and Staff Financial Administration

- Support payroll verification in coordination with Human Resources.
- Verify attendance records, approved overtime and other authorized staff claims.
- Ensure payroll costs are correctly allocated to relevant projects and budget lines.
- Maintain records of staff advances and other financial obligations.
- Ensure timely submission of payroll-related supporting documents to Head Office.

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G. Coordination and Administrative Support

- Work closely with the Project Officer on financial planning and implementation.
- Coordinate with Procurement and Logistics to ensure proper financial documentation.

- Provide guidance to project staff on financial accountability and advance retirement procedures.
- Participate in project and finance coordination meetings.
- Perform other finance-related duties assigned by the supervisor.

4. Qualifications and Experience

- Bachelor's degree or Diploma in Accounting, Finance, Business Administration or a related field.
- At least three years of relevant experience in finance or accounting, preferably with an NGO.
- Demonstrated experience in financial reporting, budget monitoring and cash management.
- Experience working with donor-funded projects.
- Knowledge of accounting systems, internal controls and audit procedures.
- Knowledge of applicable financial and statutory requirements in South Sudan.
- Experience working in field offices is an added advantage.

5. Technical Skills and Competencies

- Strong accounting and financial management skills.
- Good knowledge of budgeting and financial reporting.
- Proficiency in Microsoft Excel and accounting software.
- Strong numerical and analytical abilities.
- Good financial documentation and record-keeping skills.
- Understanding of donor compliance and internal controls.
- Strong organizational and time-management skills.
- High attention to detail and accuracy.
- Ability to work independently and meet deadlines.
- Strong communication and teamwork skills.



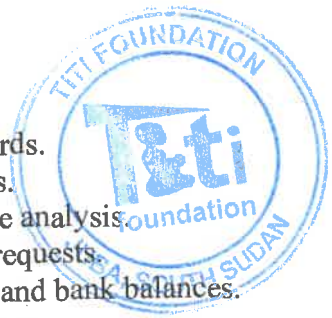
6. Core Values and Behavioural Competencies

The Finance Officer must demonstrate:

- Integrity, honesty and transparency.
- Professionalism and accountability.
- Confidentiality in handling financial information.
- Responsible management of organizational resources.
- Respect for diversity and teamwork.
- Commitment to TITI Foundation's mission and values.
- Compliance with safeguarding, PSEA and organizational policies.

7. Key Performance Indicators

The Finance Officer will be assessed against:



1. Accuracy and completeness of accounting records.
2. Timely submission of monthly financial reports.
3. Accuracy of budget monitoring and expenditure analysis.
4. Timely preparation of cash forecasts and cash requests.
5. Proper management and reconciliation of cash and bank balances.
6. Timely retirement and follow-up of staff advances.

7. Compliance with organizational and donor financial procedures.
8. Proper documentation and filing of financial transactions.
9. Effective support during internal and external audits.
10. Timely identification and reporting of financial discrepancies.

Professional standards
The TITI Foundation and TF workers must adhere to the values and principles outlined in TF way-standards for professional conduct. These are integrity, service and accountability. In accordance with these values, the TF operates and enforces polices on beneficiary protection from exploitation and Abuse, child safeguarding, anti-workplace harassment, fiscal integrity and anti-retaliation, combating trafficking in persons and several others.

Safeguarding policy
Zero tolerance policy for safeguarding violations by staff, incentive workers, visitors, sub-grantees, suppliers/sub-contractors and implementing partners. Safeguarding at TF is an integral to the organization values and ethics, and staff and associates are expected to take all reasonable steps to prevent the sexual exploitation abuse, and harassment of any person liked to the program by both its employees and downstream partner.

Equal opportunity employer
TF has an equal opportunity employer, considers all applicants on the basis of merit without regard to race, sex, nation, origin, religion sexual orientation, age, marital status, veteran status, disability or any other characteristic protected by applicable law.

How to apply

Applications should include an updated Curriculum Vitae (CV) and cover letter. In the cover letter (of not more than two pages), the candidate should briefly describe his or her motivation for the position and highlight relevant experience.The above documents can be delivered to Titi Foundation Head Office, Nyakuron West, along Rock City Road behind blue flag, or sent in soft copy to: titifoundationss@gmail.com

Only shortlisted candidates will be contacted.
Submit your application before deadline, any application after 1st December 2026 cannot be considered.

Note: Female candidates are strongly encouraged to apply.

Due to the urgency of this role, applications will be reviewed on a rolling basis until the position is filled.

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