



World Vision®

**Our Vision for every Child, Life in all its Fullness; Our Prayer for every heart, the will to make it so  
Building Brighter Futures for Vulnerable Children**

## **JOB OPPORTUNITY AT WORLD VISION INTERNATIONAL – SOUTH SUDAN**

World Vision is a Christian Relief, Development and Advocacy Organization dedicated to working with Children, Families and Communities to overcome poverty and injustice. World Vision serves all people, regardless of religion, race, ethnicity or gender. All employment in World Vision is condition upon successful completion of all applicable background checks, including criminal record checks where possible.

World Vision International - South Sudan is now seeking for a qualified and dynamic Individuals (**Man or Woman**) who are willing to share in our vision and promise to Children, to join us in the role below:

**Job title:** Senior Finance Officer  
**Reporting to:** Zonal Finance Manager  
**Location:** Malakal  
**Availability:** As soon as possible

### **Purpose of the position:**

The Senior Finance Officer will be responsible for maintaining the completeness and accuracy of the financial data, ensure the integrity of the balance sheet, manage the accountants (2), Admin & Finance Assist (1) and support the ZFM during monthly financial reporting. He / She will interact with the field Accountants during reporting to ensure accurate management information.

### **ROLES AND RESPONSIBILITIES:**

#### **Financial management:**

- Act as the first point of contact for all Upper Nile zonal payment queries.
- Review the entries of all payments and receipts into the GL.
- Check petty cash each month with the accountants & admin and Finance Assistant (responsible for spot checks)
- Ensure timely clearance of balance sheet account including payment of Tax and any third-party payables
- Coordinate cash disbursement at field level including payment of vendors, incentives and staff payroll with other GUN locations.
- Process automatic payment of staff by the 20th day of the month (or nearest working day)
- Make sure that the salary control account is reconciled and payroll liabilities (NSIF & PAYE) are paid and captured every month
- Liaise with the Bank for fair rates, negotiate and deal an exchange rate which Favors WV
- Review accounts payable reports every week and resolve any outstanding items.

Greater Upper Nile Zone-South Sudan

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- Carry out Cash counts and ensure cash trackers from all Upper Nile locations are filed every week.
- Assist the ZFM during reporting with queries relating to project accounts.

**Risk Management:**

- Prepare monthly reconciliations of the Cash and Advance accounts every month.
- Coordinate the Cleaning of all outstanding advances and aging analysis
- Monitor concur output file and ensure that all expenses are captured in sun system.
- Accurate and timely payment of statutory returns.
- Review and approve payments in a timely manner (Concur & Mobile Money Payments)
- Ensure Secure adequate documentation in all financial transactions including preparation and documentation of vouchers of cash disbursements

**Financial reporting:**

- Check the correctness of coding, completeness of financial documents and review the batches of invoices and payments prior to posting to the accounting system
- To review all outstanding advances with Finance officers and ensure followed up and cleared.
- Support FOs, during reporting to reconcile cash and mobile money accounts with GL.
- Support to ZFM to forecast monthly cash needs and ensure minimal month end cash and bank balances.
- Ensure all paid incentives are reconciled with the funds received and posted correctly.

**Internal control:**

- Effective internal control in the financial management of the grant.

**Financial planning & budget management:**

Review all Provision requests to ensure proper coding of invoices to appropriate accounts, to facilitate timely payments minimize integration errors & reconciling accounts

**Qualifications/Education/Knowledge/Technical Skills and Experience.**

The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training:

**Minimum Qualification required:**

- A first degree in Accounting or Finance, Commerce in Economics or Business related field from a reputable institution
- Must have Practical knowledge of Generally Accepted Accounting Principles and a thorough knowledge of financial systems and internal controls
- Must have strong Grants experience especially with major donors such as Germany Government Grants, USAID & Multilateral grants and also experience in managing sub-grants
- Prior experience with World Vision accounting system & WV systems is preferred.
- Experience with computerized accounting systems, preferably SUN System, MS Word, and MS Excel
- Must possess good communication skills
- Required a minimum of 3 Years working experience, 2 with an International NGO
- Experience of working in the field (communities)

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- High problem-solving skills
- Prioritize and work under pressure and in difficult settings
- Positive and professional attitude
- Coordinate multiple tasks and maintain attention to details.

**HOW TO APPLY**

Interested candidates (**South Sudanese Nationals**) who meet the above criteria should submit their application, cover letter and an updated CV with at least three referees with their telephone and email contacts. Address your application to **The Human Resource Manager, World Vision South Sudan**

**Indicate the position you're applying for in the subject line.**

<b>Duration</b>	<b>30<sup>th</sup> January 2024 to 13<sup>th</sup> February 2024</b>
<b>Click this link/copy this to the browser &amp; apply</b>	<a href="https://worldvision.wd1.myworkdayjobs.com/WorldVisionInternational/job/Malakal-South-Sudan/Senior-Finance-Officer_JR28323">https://worldvision.wd1.myworkdayjobs.com/WorldVisionInternational/job/Malakal-South-Sudan/Senior-Finance-Officer_JR28323</a>

**The online open vacancy will automatically close on the date and time indicated. Any attempt to apply after the deadline won't go through.**

**Please note that only shortlisted candidates shall be contacted and documents once submitted will not be returned to the candidates.**

World Vision is a child-focused organization that is committed to safeguarding all children as well as adult project participants and has zero tolerance for incidents of violence or abuse against children or adults, including sexual exploitation or abuse, committed either by employees or others affiliated with our work. Therefore, World Vision does not hire staff whose background is not suitable for working with children or vulnerable adults, even if their role does not interact directly with them.

**Disclaimer:** World Vision in South Sudan is a reputable organization that values transparency and fairness in its recruitment process and does not solicit any money for any job application. We encourage all job seekers to be cautious of any job ads that require payment or personal information upfront. If you have any questions or concerns about our job ads or recruitment process, please do not hesitate to contact us directly.

