



**Job Advertisement**

30-H-3  
MOL  
APPROVED



<b>Position</b>	Finance & Administration Manager
<b>Reports</b>	Executive Director
<b>Location</b>	Juba
<b>Start date</b>	November, 21 <sup>st</sup> , 2022
<b>Application close date</b>	November, 13 <sup>th</sup> , 2022
<b>Contract Duration</b>	One (1) year
<b>Organization</b>	YWCA South Sudan is an established non-partisan and registered National Non-Governmental Organization operating in South Sudan. YWCA aims to empower women and girls and ensure that their rights are promoted and protected through women leadership. It focuses on psychosocial support, economic empowerment, peace building, education, strengthening of CSOs and advocacy for the rights and health of women and girls.

**Position Summary**

YWCA is seeking a qualified and motivated applicant for the full-time Juba based position Finance & Administration Manager. The successful candidate for this position will be primarily responsible for the overall management and effective coordination of the administrative and Finance components of YWCA South Sudan, with the direct responsibility of performing the followings:

**Key Tasks and responsibilities**

**Finance:**

- Receive, analyses, follow up and consolidates field location's monthly financing accounts, taking into accounts field location budgets and YWCA financial policies.
- Generate BCRs and discuss with SPOs and YWCA South Sudan Financial policies.
- Ensure the financial management routines and system are respected and that YWCA regulations, policies and standards are adhered to in a timely manner and in accordance with quality and policy requirement.
- Manage projects day to day accounting functions including regular cash verification, bank and balance sheets, accounts reconciliation monthly closing timely submission of financial reports to executive Director.
- Maintain up to- date accurate accounting system, including computer data entry and paper files system.
- Guide staffs on correct coding and proper documentations.
- Review all finance reports, verify coding and assist in reporting to funding agencies.
- To ensure that projects/activities in the country adhere to national laws.
- Ensure that all YWCA projects/activities programs comply with donor requirements.
- Prepare for audits



- Make monthly payroll entries, transfers and payments and ensure payments of taxes and social security are made in accordance to national labor laws.

### **Administration**

- Provide support to the general administration to ensure that office operations run smoothly.
- Ensure that all administrative procedures are followed and adhered to.
- Oversee the organization and coordination of all transport arrangements to the field locations.

### **Competencies:**

- Bachelor's degree from a recognized university in finance, accounting, administration or relevant field.
- Minimum of three years of practical experience in relevant field, with hands on involvement and knowledge of finance and administration coordination.
- Significant and demonstrable technical knowledge in financial management and administration.
- Excellent written and verbal English, and intermediate oral skills in Arabic.
- Strong interpersonal communication skill.
- Able to work in a team.
- Must be a South Sudanese.

### **Desirable Skill:**

- Knowledge of automated financial accounting system e.g. Quick Book.

### **How to Apply:**

Candidates who are interested in this position and feel they fit the required profile, qualification, experience and career ambitions matches the requirement of this position should send to us their applications before **13<sup>th</sup>, November, 2022**. Please provide a Curriculum vitae (CV) that contains details of your qualifications, experience, present position, earliest date of availability, names and telephone contacts of three referees. Applications can be sent to [ywcassrecruit@gmail.com](mailto:ywcassrecruit@gmail.com) or hand delivered to YWCA of South Sudan's office in Juba, located at **behind Juba Regency Hotel in Thongping**.

The position "**Finance and Administration Manager**" must be clearly indicated in your subject line of email or on the envelope.

**Qualified Women candidates are highly encouraged to apply.**

**The right of women and girls is essentials to YWCA South Sudan. YWCA practices Zero tolerance principle to abuse, and violence against Women and girls.**



Please note that any application letter received is not returnable and YWCA South Sudan is not obliged to give feedback /notices to none shortlisted applicants. Only shortlisted candidates will be contacted.

