

**ADVERTISEMENT**

ACH/FOI/8/04/2026

**Job Title:** Finance Officer - Intern  
**Programme:** Finance and Administration  
**Reports To:** Finance Manager  
**Location:** Juba  
**Duration:** Three (3) Months  
**Availability:** ASAP



**BACKGROUND**

**ACTION FOR COMMUNITY HEALTH (ACH) SOUTH SUDAN**

Action for Community Health (ACH) is a non – governmental and non – profit making organization founded in 2015 and legally registered with the South Sudan Relief and Rehabilitation Commission (SSRRC) in 2022 with a common goal of providing valuable health care services to the vulnerable people and disadvantaged communities in South Sudan.

ACH work in partnership with the community, government, donors and other stakeholders to promote, protect and improve the health and social well-being of people through the effective use of data, evidence-based prevention strategies, advocacy, partnerships, education and research to enhance health equity. ACH targets tailored services to attain lasting health solutions by addressing beneficiaries' health problems, Water and Sanitation problems, nutrition, food insecurity and protection through targeted intervention in core issues affecting disadvantaged communities, vulnerable children, girls and women.

ACH operates in the whole of South Sudan but currently are working in the Greater Equatoria Region.

**Essential Duties and Responsibilities**

**1. Review and posting of operational budgets**

- Collate and summarize project budgets into the standard schedule for further review.
- Post approved budgets into financial software, Board approved, Flexed, and Funded budgets
- Monitor performance of costs against budget and raise/address anomalies
- Budgetary controls and project cash balance monitoring

**2. Accounting & Ledger management**

- Ensure proper books of account are maintained and kept up to date and that the requirements set out in the Finance and other relevant policies are followed



- Ensure accurate financial information is readily available
- Ensure periodic/regular ledger review is done and corrections/reconciliation of any mis-postings done promptly.
- Ensure effective management of project staff debtors' accounts regularly to ensure timely reporting of project cash advances

### **3. Financial Reporting**

- Prepare and submit accurate and timely financial reports for the program
- Carry out end-of-month financial closure for the project as per the Finance Manual
- Review monthly transactions charged on the project and the other ledges to confirm completeness
- Ensure timely call down of funds from donors is done.
- Prepare monthly financial reports for review by the Finance Manager

### **4. Payroll**

- Ensure all project staff are charged accurately to the cost center and statutory requirements are adhered to
- Ensure timely and accurate posting of the payroll journals on ERP
- Ensure all payroll control accounts on Navision are regularly reconciled and all liabilities.

### **5. Cash & expenses Management**

- Capacity build and support project staff on cash advances and accountability of the same on finance software and other systems
- Review and budget check imprest/advance requests from project staff
- Review and post surrenders ensuring that the codes used are correct and funded

### **Minimum Qualifications and Required skills**

#### **Skills**

- Good analytical and numeric skills
- Good management skills
- Proficient in ICT skills
- Accounting packages
- Good oral and written communications
- Negotiation skills
- Presentation skills
- Good interpersonal skills



### **Qualifications**

- Bachelor's Degree in Business Administration with a major in accounting
- Three Years of previous experience in accounting
- Experience working with International Organizations and donors
- Experience working in a similar position.

### **Competencies**

- High level of integrity and honesty
- Team player
- Flexible
- Ability to work under minimal supervision

### **STANDARD OF PROFESSIONAL CONDUCT**

ACH and its staff adhere to the values and principles in the ACH Code of Conduct. In accordance to these values, ACH operates and enforces policies on Beneficiaries Protection from Exploitation and Abuse, Child Protection, Sexual Exploitation and Abuse Protection, Harassment-Free Workplace and several others.

### **GENDER EQUALITY**

ACH is committed to narrowing the gender gap in leadership positions. We offer an enabling environment for women to participate in our workforce including parental leave, gender sensitivity security protocols and other supports.

ACH is an Equal Opportunity Employer. ACH considers all applicants on the basis of merits without regards to race, ethnicity, sex, disability, color, religion, sexual orientation, age, marital status, veteran status or any other characteristic protected by applicable law.

### **CHILD PROTECTION**

ACH is committed to ensuring the safety, dignity, and well-being of all children in the communities we serve. We uphold a zero-tolerance approach to all forms of child abuse, exploitation, neglect, and violence.

All staff, interns, volunteers, and partners are required to adhere to ACH Child Protection standards and to act in the best interests of children at all times. Any concerns or incidents related to child protection must be reported immediately through established reporting mechanisms.

ACH integrates child protection considerations into all its programs to minimize risks and ensure safe engagement with children.

### **SAFEGUARDING**

ACH is dedicated to maintaining a safe, respectful, and inclusive environment for all individuals, including beneficiaries, staff, volunteers, and partners. Safeguarding is a shared responsibility embedded in all organizational practices.



ACH enforces a zero-tolerance policy against abuse, exploitation, harassment, and neglect. All personnel are expected to uphold the highest standards of professional and ethical conduct.

All safeguarding concerns must be reported promptly through designated channels. Reports are handled confidentially, fairly, and with appropriate action to protect affected individuals.

#### **PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE (PSEA)**

ACH strictly prohibits all forms of sexual exploitation and abuse, including sexual harassment, inappropriate conduct, suggestive materials in the workplace, degrading language, and any form of sexual coercion.

Any staff member who experiences or witnesses such behavior is required to report the incident immediately to the PSEA Coordinator through the official reporting channel: [reporting@ach-ss.org](mailto:reporting@ach-ss.org).

ACH ensures that all complaints are treated with confidentiality, seriousness, and prompt action in line with its PSEA policy.

#### **CONFLICT OF INTEREST**

All ACH staff and interns must remain vigilant to avoid situations that could create actual, potential, or perceived conflicts of interest. Personal interests must not interfere with official duties or compromise the integrity and reputation of ACH.

Staff and interns are prohibited from engaging in external activities that conflict with ACH's interests, disrupt their responsibilities, or result in misuse of ACH's resources, relationships, or confidential information.

#### **FRAUD AND ANTI-CORRUPTION**

ACH maintains a zero-tolerance stance toward fraud, corruption, and any form of financial misconduct. The organization is committed to the highest standards of transparency, accountability, and integrity in all its operations.

All staff, interns, and partners are required to prevent, detect, and report any suspected fraud or corruption. Violations will result in disciplinary action in accordance with ACH policies and applicable laws.

#### **COMPLIANCE AND ACCOUNTABILITY**

All ACH personnel are required to read, understand, and comply with these standards as a condition of engagement with the organization. Failure to adhere to these policies may result in disciplinary measures, including termination of contract.



**How to Apply**

Interested applicants should submit Cover Letter and CV with 3 referees and copy of academic certificates to ACH Juba Head Office located at Gudele Block 9, Behind Nile Petroleum Station Before Pity Oil, Along Gudele Road or you can email your applications to: [jobs@ach-ss.org](mailto:jobs@ach-ss.org) and Copy [action4communityhealth@gmail.com](mailto:action4communityhealth@gmail.com)

**The deadline for receiving applications is April 28<sup>th</sup> 2026, 3pm local time.**

