



CARE SOUTH SUDAN

CARE South Sudan is an International NGO working in South Sudan. CARE and its partners work with vulnerable communities to address the underlying causes of poverty and promote peace and development, through its strategic goal to reduce poverty by empowering women, enhancing access to resources and services, and improving governance.

Position:	Finance and Admin Officer
Department:	Finance
Location:	Boma
Reports to:	Senior Project Officer
Advert status:	External Advert

JOB SUMMARY

The Finance and Admin Officer oversees managing the daily Finance and administrative tasks on the Program site. He /She executes daily financial, administrative, logistics and HR support to enable the program site to deliver its mandate efficiently and effectively. The holder will also be expected to use initiative in problem solving and help in project activities when requested to do so.

The position will specifically be tasked with reviewing liquidation documents received from project teams, proper cash management in Boma Field office, ensure AR recording in PeopleSoft Financial System and all vendor's related transactions are carried out accurately.

This position requires a proactive, flexible, problem-solving individual with ability to offer structured guidance, with excellent analytical skills and the ability to work effectively under time pressure.

The Finance and Admin Officer will be required to foster an environment supporting values of both women and men, equal access to information, promotion based on performance objectives and respect for beneficiaries, CARE Staff and related parties regardless of gender, sex, disability, religion or cultures. **The Finance and Admin Officer** will promote and uphold the **CARE PSHEA policy and procedures**.

Finance and Administration

Support recording of program site financial transactions according to instructions of the Finance Lead, project management procedures and CARE accounting procedures, into PeopleSoft system and identify and address any bottlenecks in processing.

- Support to ensure all financial transactions of the program site are done according to donor and CARE authorizations and procedures, especially the procurement regulations.



- Manages project finance activities and schedules to meet the financial reporting requirements and deadlines specified by SSDN1 and SSC by reviewing and recording all liquidations in PS before 30th of each month.
- Closely monitors all financial activities and keeps the accounts Manager advised of all situations which have the potential for a negative impact on internal controls or financial performance.
- Enforces internal control policies and procedures.
- Maintains current knowledge of local government requirements related to financial matters and ensures compliance with tax regulations and other legal requirements.
- Develops and implements a training program for the project's finance staff.
- Share field monthly forecast with senior Finance officer before 20th of each month.
- Share approved cash request and breakdown with Juba finance team before 30th of each month.
- Supervises the preparation of Cash Transfer Requests for all program sites and ensures that appropriate cash balances are maintained to facilitate project implementation.
- Ensures quality review of field liquidations and timely submission to SSC Accountants for vouchers procession. For the off-line locations
- Share all guest house income reports with Juba finance team monthly and ensure up to date tracker is maintained.
- Support to upload journals for reclasses and other expenses in people soft.
- Share weekly cash counts reports and files with both Hard and scanned copies.
- Ensure all signed list for payroll and incentives are shared back with senior Finance officer and copies are properly filed, and scanned copies uploaded on OneDrive.
- Oversee management of program site program site and supplier payment in the program site.

Supply chain(Assets and property management)

Manage CARE South Sudan's assets; Ensure annual physical verification procedure are followed.

- Ensure Property Receipts are maintained, and all the assets are tagged timely and recorded into the Program Site register.
- Monitor any required maintenance, replacement, or disposal of assets in collaboration with the Head of Department.
- Ensure documentation of assets on acquisition, transfer, and disposal is properly completed for approval.
- Ensure compliance to assets management policies and procedures and advise management for replacement of equipment.
- Ensure all staff are aware of procedures and follow them.
- Support assessments and creation of implementation plans for program site Disaster Response needs and assure appropriate use of logistics resources for all activities.
- Ensure all logistics reports and information as required by the organization are submitted on time.
- Ensuring storage facilities secured are of the right capacity and standard with the right furnishing.
- Seeing to it that storage items are accounted for and documented; accordingly, logistics staff use up-to-date forms for receiving and dispatching good and that General Receipt Notes (GRN) are done on time and filed accordingly.
- Maintaining logistics records and ensure sharing of accurate and regular information with Program teams.
- Ensure there are updated inventory records and provides quarterly reports on inventory, stock levels and distribution records. Organizes and supervises the physical stock taking of inventories.
- From time-to-time undertaking spot checking of storage facilities for compliance purposes.



- Ensure efficient inventory management systems are in place and ensure that all procured items are accounted for, and quality/quantity controlled in stock reports and asset inventory management systems.

HR Administration

Maintain an attendance and absence register for the Program site,

- Support the various recruitment processes like downloading CV & long listing, administering written and oral interviews held in the program site area.
- Support HR officer to follow up staff on monthly CO PAR bookings within the specified time.
- Support the HR officer in orientation processes of new staff and deployment.
- Work with the HR Officer to organize events and staff meetings and seminars at Program site level.

Archiving and Audit

- Ensure proper filing for all transactions are in place and share all signed paid lists with Juba Finance team for Online storage.
- Participate and avail all Audit documents when asked.

Other Responsibilities assigned.

Qualifications

Required.

- Minimum Qualification required: University Degree in Business Administration specialized in accounting, Finance and Economics or related subject area. Financial skills required.
- Minimum of 4 to 5 years of experience in financial management of development projects or at a middle level in accounting, finance or auditing. Field experience is essential for the position.
- Understanding of financial processes, internal controls and GAAP
- Strong ICT and analytical skills to successfully perform financial reviews
- Excellent communication skills (verbal and written)
- Intermediate to Advanced knowledge of Excel
- Experience with ERPs

Desired.

- Strong training skills to effectively transfer working knowledge of regulations, policies, and procedures through formal or informal training activities.
- Excellent organizational skills, ability to work independently and assess priorities in a variety of activities with attention to detail.
- Skills in teamwork, facilitation, and training. Knowledge of INGO operations and partner management is an added advantage.
- CPA/ACCA or level two is desired.



HOW TO APPLY

The position will be based in Juba. This position is **ONLY open to South Sudanese Nationals**. Opening Date **15th August 2025** and Closing date CARE South Sudan receiving application will be **3rd September 2025**.

Applications and CVs should be delivered to: jobs.southsudan@care.org or Hand delivery to: CARE Juba Head Office, NPA Building 3rd floor, Martyrs Street.

NB:

- Applications once received are not returnable
- **Female Candidates are Highly encouraged to Apply**

Attention!!!

CARE South Sudan has a ZERO TOLERANCE approach to any abuse to, sexual harassment of or exploitation of a vulnerable adult or child by any of our staff, representatives, or partners. CARESS expects all staff to share this commitment through our Safeguarding Policy and our Code of Conduct. They are responsible for ensuring they understand and work within the remit of these policies throughout their time while at CARE.

CARE is an Equal Opportunity Employer, promoting Women and Girls, equity and diversity.

