

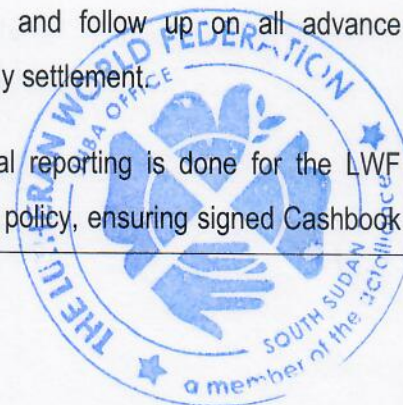
Position Description	Finance Officer	
Place of Assignment:	Maban	
Application starts and dateline:	6th August 2026 to 25th August 2026	
Supervisor's title:	Area Coordinator	
Supervises:	Non	
Work Time	100%	
Average travel days per year	☒ extensive (more than 20) ☐ limited (7 – 19) ☐ little (less than 7) ☐ none	
Content of the position		
Purpose	Lead and manage the finance unit (including people planning, performance, well-being, and development); ensure effective planning and quality implementation of LWF Maban finance sector/department activities, including daily monitoring of the quality of LWF Maban finance work. Provide technical support, guidance and input to the LWF Maban team.	
Required Qualifications	• Qualified Certified Public Accountant (CPA, ACCPA) and/or bachelor's degree in accounting or business administration • Computer literacy and proficiency in the accounting software package(s). Excellent computer skills (advanced Excel required) • Preferably a minimum of 3 years' experience working with International NGOs • Should possess good record-keeping and report-writing skills • Should be self-driven, willing to work long hours, and able to multi-task and work with minimum supervision • Should be flexible, innovative, and a team player with good interpersonal skills	
Additional Study and Experience	• Excellent communication skills and ability to make formal and informal presentations both oral and written, as well as produce professional and analytical reports and learning documents • A high level of interpersonal and management skills and ability to establish effective working relations with various stakeholders. • Must be result-oriented and able to work under pressure and tight deadlines • High level of integrity. Applicants are required to be in sync with the core values of LWF.	
LWF Core Skills	• Analytical thinking • Initiative • Leadership • Achieving results • Accountability • Working effectively with others	Level resource Level advanced Level advanced Level resource Level resource Level advanced



50.H.3
M.O.V
Approved
MABU
6/8/2026



Required Skills	• Communication • Capacity-building/training • Advocacy • Facilitation / Negotiation • Innovation • Stakeholder Management / Partnership • Networking	Level advanced Level resource Level advanced Level advanced Level advanced Level advanced Level advanced
Position Environment and Dimensions	• Internally, interacts with the Area Coordinator (direct supervisor) and Finance Manager (functional supervisor) and finance Officers at LWF Juba Office, HR at field office and Operational Manager in Juba • Externally, interacts with bank agents, suppliers, and service providers.	
Main duties	• Review Journals/cashbooks (Project Expense, General and Vendor Payment Journals) for completeness and accuracy before forwarding to Country Office (CO) for posting. • Prepare budgets for various grants in accordance with donor guidelines. • Follow up on committed costs in all projects in coordination with the Procurement department. • Monitor the liquidity levels of the Maban office and ensure that the cash requests are sent to the Country Office on time as per the deadlines. • Ensure a monthly cash forecast is done for the LWF Maban office and submitted to the country office for the funds required to run the program activities. • Review monthly payrolls and update the resource scheduling for all staff in LWF Maban in liaison with HR. • Review main accounts and follow up on all advance accounts to ensure timely settlement. • Ensure monthly financial reporting is done for the LWF Maban office as per the policy, ensuring signed Cashbook	



and cash counts are submitted to the country office Finance.

- Ensure all closing projects are reviewed, and clean-up is done within the liquidation period before the final reports are prepared
- Ensure the supporting documents are scanned monthly and forwarded to the Finance Manager as per the provided deadlines.
- Review Area office payment documentation for accuracy and compliance with LWF/Donor guideline procedures and payment checklist.
- Train finance and non-finance staff on LWF finance policies and donor requirements

Budgeting, budget control, planning and Reporting

- In coordination with the Area Coordinator, Develop Master budgets for LWF Maban office and ensure all data are accurate. Share the Master Budget with the Finance Manager monthly as per the Finance Calendar
- Conduct monthly budget-versus-actual review meetings, monitor actual spending, and advise the Area Coordinator and Program team to avoid overspending and plan for underspending.
- Prepare donor budgets with support from the Area Coordinator, Manager and Officers
- Support new proposal development with financial information for budgeting
- Support the Country Finance Team in budget realignment

Local Tax management



- Coordinate with HR/Admin staff and/or NGO Liaison bodies to obtain relevant local tax laws/requirements and ensure LWF follows the same. This includes obtaining tax exemptions (i.e. Value Added Tax [VAT]) letters every year.
- Ensure all payments meet requirements of National Law and tax requirements are met accordingly
- Coordinate with the HR department to ensure all taxes related to staff salaries are paid promptly to the relevant departments within your area of support.
- Coordinate with the Procurement and Logistics department to ensure the relevant taxes (if applicable) are indicated in all supplier documentation and paid to the relevant departments promptly.
- Keep the Finance Manager informed of the latest developments regarding the taxation rules in the area.

Others

- Minimise financial risks by ensuring that LWF financial policies and procedures as set in the Operations Handbook and any other instructions are strictly adhered to through a predefined effective internal control system.
- Review documents before forwarding to the Deputy Finance Manager.
- Conduct regular compliance checks on the Maban office.
- Ensure the implementation of recommendations raised through internal & external audits, compliance audits, etc.
- Be the focal person for donor verifications and audits to be conducted at Maban level
- Ensure proper filing system for financial documents



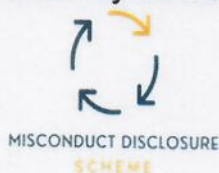
	• Support the Country Finance Team in the internal and external audit process. • The responsibilities listed in the JD are not exhaustive and may be readjusted according to operational needs but will remain in line with the overall purpose of the role. • Compiles a monthly summary/analysis of staff timesheets to allow the production of the monthly journal of staff recharges to projects.
Special duties	As may be assigned by the direct supervisor.
Major Challenges	• To provide mentoring and capacity-building for support staff and program staff on finance policy and guidelines.

Application Process

- All applicants must send their application letter and updated CV, National Identification and Academic documents to the Human Resource office through recruitment.southsudan@lutheranworld.org. Hand delivery is accepted and can be brought to the LWF office in Maban. Applications by email should come with the subject 'Application for Finance Officer - Maban'. Emails or applications that don't have that in the subject box will not be considered. Female candidates are encouraged to apply. Only shortlisted candidates will be called for interviews.

Child Safeguarding:

LWF is a participatory organisation of the inter-agency scheme for the disclosure of safeguarding-related misconduct. For more information, please go to the website: <https://misconduct-disclosure-scheme.org/>. Applicant agrees that related reference checks are to be done by the LWF Human Resources office.



Child Safeguarding:

LWF is a child safe organisation and is fully committed to promoting the realisation of children's rights including the right to protection from violence and abuse. We therefore have particular responsibilities to the children we work with and come into contact with to keep them safe from any harm or risk. In line with LWF policy, any appointment is contingent on thorough criminal record checks.

