



JOB ADVERTISEMENT

Position: Finance Assistant (1 Post)
Reference: GASS/REC-EXT/25/01/2026
Department: Finance and Accounts
Reports to: Finance Manager
Duty Station: Juba

SB-H-3,
Approved by A/Director,
MOL/RS/JT
[Signature]
26/03/2026

Expected Start Date: May 2026
Contract Duration: 12 months, with the possibility of extension based on performance and availability of funding.

Job closing date: 20th. April 2026

BACKGROUND

Global Aim South Sudan (GASS) is a National Non-Governmental Organization (NNGO) founded in 2011 and duly registered with the Ministry of Justice and Constitutional Development through the Registrar of Companies, NGOs, Businesses, Associations and Societies under Registration Number 1,190, and with the Relief and Rehabilitation Commission (RRC) in Juba, Republic of South Sudan under Registration Number 556.

GASS has been operational in South Sudan since 2010, working towards its development goal of contributing to peacebuilding and the reduction of mass poverty.

The organization's vision is "*an empowered and transformed society for enhanced livelihood and resilience.*"

Its mission is to support communities' livelihoods and strengthen their resilience through transformative programs in agriculture, education, life skills training, and other development interventions.

JOB PURPOSE

To support the effective management of financial operations by providing technical assistance in accounting, financial reporting, compliance, and internal control systems within Global Aim South Sudan.



KEY DUTIES AND RESPONSIBILITIES

- Support the day-to-day operations of the Accounts Unit.
- Ensure all sub-office financial transactions are properly recorded and documented.
- Ensure adherence to financial thresholds as per Finance and Procurement Policies.
- Verify that all financial documents are adequately supported and approved.
- Check the accuracy of invoices and supporting documentation.
- Review Purchase Requisition Forms (PRFs) for correct coding and approvals.
- Verify outstanding balances with vendors and adjust entries accordingly.
- Ensure Travel Expense Reports (TERs) are supported by approved travel authorizations and comply with per diem policies.
- Ensure all payments comply with organizational policies, donor regulations, and approved budgets.
- Review payroll, staff benefits, and consultant payments against valid contracts.
- Accurately post financial transactions in the Tally ERP Accounting System.
- Ensure correct account and fund coding for all entries.

OTHER DUTIES

- Prepare and maintain supporting documents for audits.
- Support timely submission of financial reports to donors.
- Assist in coordinating internal and external audits.
- Provide financial support and training to field offices when required.
- Perform any other duties assigned within the Finance Department.

PERSON SPECIFICATIONS

Qualifications

- Bachelor's degree in Finance, Accounting, Business Administration (Accounting), or related field.
- CPA qualification is an added advantage.

Experience

- Minimum of 3 years' experience in accounting or financial management.
- Experience working with NGOs or donor-funded projects is an advantage.

Skills

- Proficiency in Tally ERP and Microsoft Office.
- Proficiency in using accounting software (Quickbooks)
- Knowledge of payroll systems and cash management.
- Strong interpersonal and communication skills.
- Good supervisory and organizational skills.



- Fluency in written and spoken English and Arabic.

COMPETENCIES

Technical Competencies

- Budgeting and financial planning
- Expenditure management and control
- Financial reporting
- Risk management and compliance
- IT and accounting systems

Behavioral Competencies

- Innovativeness and proactiveness
- Decision-making and problem-solving
- Effective communication
- Planning and organization
- Ethics and integrity
- Teamwork and interpersonal skills
- Results-oriented mindset
- Self-confidence

SAFEGUARDING AND CODE OF CONDUCT

Global Aim South Sudan is committed to safeguarding and protecting the communities it serves. The organization has **zero tolerance for sexual exploitation, abuse, harassment, fraud, and corruption.**

All applicants must be willing to adhere to GASS safeguarding policies, including prevention of sexual harassment and abuse (PSEA). Successful candidates will be subject to reference checks and may be required to sign the organization's Code of Conduct.

EQUAL OPPORTUNITY

Global Aim South Sudan (GASS) is an equal opportunity employer committed to diversity and inclusion. All qualified applicants will receive consideration without regard to gender, age, disability, ethnicity, religion, or any other status.

GASS strongly encourages applications from women and individuals from underrepresented and vulnerable groups.

APPLICATION PROCEDURE

Interested applicants should submit:



- A **maximum of 3-pages Curriculum Vitae (CV)**
- Contact details (telephone and email)
- Names and addresses of referees
- Copies of relevant academic and professional certificates

Deadline: 20th. April 2026 at 5:00 PM

Applications should clearly indicate the **Job Title and Reference Number** and be addressed to:
Human Resource Officer
Global Aim South Sudan (GASS)

Submission Options:

By Email: info@globalaimssd.org

OR Hand Delivery to:

Global Aim South Sudan (GASS)
Gudele Block 6, Hai Referendum Road, Munuki Town Block (Next to Diana Petrol Station)
Juba, South Sudan

IMPORTANT NOTES

- All documents must be merged into **one single PDF (maximum 5MB)**.
- Only shortlisted candidates will be contacted.
- This position is open to **South Sudanese nationals only**.
- **Qualified female candidates are strongly encouraged to apply.**

