



# Windle Trust International

Education transforms society

Approved  
JJA



## JOB OPPORTUNITY

<b>JOB TITLE:</b>	Finance and Compliance Officer
<b>LOCATION:</b>	Juba
<b>LINE MANAGER:</b>	Finance Manager
<b>Partnerships</b>	Logistics & Admin Officer, Project Coordinators, and Finance Officers and HR Assistant
<b>APPLICATION DEADLINE</b>	May 3, 2023, 12:00 PM CAT

## INTRODUCTION

WTI is an international NGO that challenges poverty and inequality by expanding access to, and improving the quality of education and training, for communities affected by conflict, displacement, neglect, or discrimination. WTI has over 40 years' experience investing in the education, professional and leadership development of conflict-affected communities in the Eastern and Horn of Africa. Our vision is A world where everyone has the opportunity, through education and training, to make the most of their potential and contribute to the public good. WTI challenges poverty and inequality by expanding access to, and improving the quality of, education and training for communities affected by conflict, displacement, neglect, or discrimination in Eastern and Horn of Africa. WTI has been operational in South Sudan since 2006 but supported hundreds of South Sudanese refugees through undergraduate and postgraduate scholarships. Besides its scholarship program, WTI is lead education partner in the humanitarian and development sector. WTI implements teacher training, intensive English courses and infrastructure improvements in schools and communities. We are therefore recruiting Finance and Compliance Officer to support our mission.

## Duties and responsibilities

The Finance and Compliance Officer (FCO) will be responsible for all aspects of financial and compliance management of WTI; working collaboratively to ensure compliance with WTI internal policies and procedures as well as donors and Government of South Sudan (GoSS) regulations. The FCO will be responsible for all grant, financial accounting, and budget compliance functions in the program in line with WTI, donors and GoSS policies, procedures and regulations ensuring that financial resources are used efficiently and effectively.

## Summary of responsibilities

- Preparation and management of WTI and donor annual budgets.
- Monitor the budget spent according to the program of work timelines, conduct periodic (quarterly) budgetary analysis and report to the management on

expenditure trends, budgetary corrections, if required.

- Manage the WTI/donors periodic financial closing and annual finalization process as per the WTI/donors reporting guidelines and cut-off dates.
- Maintain and enhance internal controls over financial transactions for WTI and ensure that all project offices comply with all local fiduciary and legal procedures and laws of the land.
- Ensure timely tax deduction at source from the staff salary, consultants and suppliers.
- Ensure timely deposit of withheld tax with the government authorities.
- Management of cash advances (if any) to associated collaborating institutions /partners and staff personnel as per WTI Policy.
- Ensure the application of internal controls and checks and financial guidelines.
- Arranging audit schedules and getting the accounts audited by internal/external auditors.
- Attend to any other work assigned by Management



#### **Education, knowledge and experience**

- An accounting qualification from a professional accounting body .e.g. ACCA, CIMA and CPA, and/or BCom - Accounting/Finance is required
- At least 5 years of progressive financial management experience, with supervisory responsibilities required.
- Excellent oral and written skills in English
- Strong accounting skills and experience, including management of the general ledger, journal entries, payroll, payables and balance sheet.
- Demonstrated experience analyzing financial documents and processes, and synergizing with Institutional, GoSS instructions, policies, and procedures.
- Advanced computer skills in MS Office programs, particularly Excel.
- Demonstrated experience and skill with budget preparation and analysis.
- Financial reporting and presentation with proven ability to synthesize technical financial data into informative reports.
- Demonstrable ability to assess alternatives and make decisions to mitigate risk is essential.
- Strong book-keeping skills.

### Personal attributes and competencies

- Prior management experience with strong organizational skills to prioritize and multi-task.
- Strong interpersonal skills with ability to work effectively within diverse teams in a sensitive environment.

**THIS POSITION IS FOR SOUTH SUDANESE NATIONALS ONLY.**

**Qualified women are strongly encouraged to apply.**

**Submit your CV, letter of motivation and certified copies of academic documents and National ID electronically to [Jobs@windle.org.uk](mailto:Jobs@windle.org.uk) [Lokegordon@windle.org.uk](mailto:Lokegordon@windle.org.uk) WTI reserves the right to fill the vacancies before the deadline to meet the urgent need by sorting applications on a rolling basis.**

Windle Trust International has zero tolerance on all forms of abuse including sexual exploitation, sexual abuse, human trafficking, child abuse, child labour, discrimination, and fraud & corruption. All concerns and complaints regarding safeguarding will be rigorously identified, reported, and investigated. Any pending SEA allegation or abuse will lead to disqualification or termination of contract.

Windle Trust International does not charge any fee at every stage of recruitment.

**NB:** Only shortlisted candidates will be contacted.

