



NORWEGIAN CHURCH AID
actalliance

NCA SOUTH SUDAN PROGRAM

VACANCY ANNOUNCEMENT

Position Partner Finance Officer

Reporting to: Head of Finance

Duty Station: Juba



Organization Profile

Norwegian Church Aid (NCA) is an ecumenical, diaconal, humanitarian, and non-profit Non-Governmental Organization (NGO) mandated by churches and Christian organizations in Norway to work for global justice, by empowering the poor and challenging the wealthy and powerful. Together with our constituency and our partners, NCA commits to the vision: Together for a Just World. NCA provides assistance to the people of South Sudan and has been present in the country continuously since 1972.

The Position and Areas of Responsibility

NCA is looking for a suitably qualified and experienced candidate to fill the position of Partner Finance Officer. The officer will be responsible for financial monitoring, capacity support, verification and reporting.

Main Tasks

- Work closely with Local Partner organizations to support and strengthen their financial management capacity.
- Support NCA partners to develop systems and processes that facilitate effective management of financial accounting records.
- Undertake planned and on-demand financial monitoring and support visits to partners.
- Monthly review of all partner financial reports, returns and supporting documentation to ensure compliance to NCA & donor guidelines
- Ensure that partner financial reports comply with minimum requirements and provide written feedback on the financial reports to the partners
- Ensure all vouchers have the appropriate supporting documents according to NCA financial rules and regulations.
- Process request for transfers to partners in a timely manner whilst ensuring full compliance is achieved with financial regulations in reviewing request for fund transfers to partners.
- Verify coding of vouchers to ensure they follow NCA South Sudan's toolkit.
- Register vouchers in Maconomy.
- Filing and organizing vouchers and documents related to Finance department

Educational Qualifications, Experience and Skills

- Bachelor's degree in accounting or Finance



- Minimum of three years experience in an Accounting or Finance role
- Experience in a role with responsibility for managing and supporting NGO partner organisations with financial management.
- Accounting experience in an international development organisation
- Strong working knowledge of one or more accountancy software applications eg Quickbooks, Maconomy, etc. (
- Proven excellent project management and coordination skills

The closing date for receipt of applications is **28th October 2022**.

Interested candidates should submit the following documents along with their application:

- A cover letter with full contact details, explaining why they feel they are suitable for the position
- A current CV
- Copies of their academic qualification certificates
- Three references, which should include their current or most recent Supervisor

NCA is an equal opportunity employer and qualified female candidates and people with disability are encouraged to apply.

Applications should be submitted by email to:

vacancies.ncass@nca.no with a copies to azima.arkanjelo.rockson@nca.no, and Nigda.Philip@nca.no

Hard copies can be delivered to NCA Office in Juba, Buluk near UNDP Office.

Only short-listed candidates will be contacted. This position is open to South Sudanese citizens only.

