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Approved by
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FAWE

FORUM FOR AFRICAN WOMEN EDUCATIONALISTS
OF SOUTH SUDAN
ACCESS TO EDUCATION FOR GIRLS EVERYWHERE

Ministry of General Education
and Instruction - MOGEI

Tel: +211 925 985 855 / +211 925 240 396
Email: lodongim997@gmail.com

About FAWE South Sudan

Forum for African Women Educationalists (FAWE) South Sudan Chapter is a Non-Governmental Organization established in 2009 as part of the wider FAWE Network with the goal of accelerating female participation in education and closing the gender gap within the education system at all levels in South Sudan. Through education of women and girls, livelihoods are improved for entire communities and civic education and liberties are enhanced. FAWE South Sudan seeks to hire competent, dynamic and experienced professionals to fill the position of Finance Manager.

Job Description for Finance Manager, FAWE South Sudan Chapter

Position: Finance Manager

Location: Juba with travel to the field

Reports to: Executive Director

Term: Fixed Term

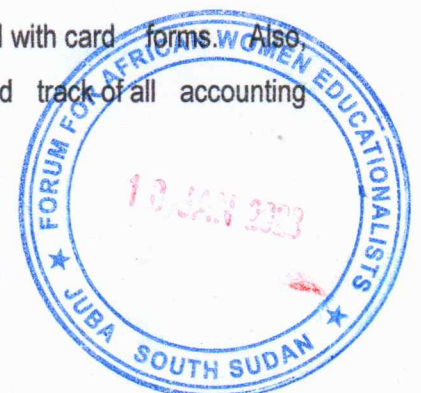
Start date: as soon as possible



THE PURPOSE OF THE POSITION

A finance manager is responsible for managing the financial health of an organization in order to promote success and growth while maintaining legal financial practices. Their duties typically include financial planning to determine how to pay off liabilities and grow the business, reviewing financial documents to ensure tax-compliance and collaboration with other departments to achieve monetary goals.

This position is responsible for providing day-to-day financial assistance to Finance Officer. This position is primarily accountable for data encoding, producing timely financial reports, ensuring the correctness and accuracy of supporting documents attached with card forms. Also, she/he is responsible for parts of cashiering and filing function to keep good track of all accounting records and related financial matter.



DUTIES

- Maintains accounting records for all vouchers and certify the correctness of the Daily Cash Reconciliation.
- Collects and consolidates the monthly cash request from the projects
- Daily issues cash to Cashier, conduct cash count, check and approve working cash, prepare vault cash sheet and monitor cash inflow and outflow, ensure the security for banking, check the accurate calculation of interest earned from bank accounts.
- Processes CARD forms from project prior to the payment to ensure sufficient supporting documents attached and compliance with Stewardship Manual and other grant guidelines
- Logs in held journal numbers, CARD Form numbers and initials.
- Ensures coding on voucher for valid account, cost center, donor, etc and make adjustments if necessary.
- prepare project and donor financial reports for various support offices on a monthly and quarterly basis.
- updating of Fixed Asset Listing for project and program at least once a year.
- Responds to request from project regarding financial data and advice.
- Checks outstanding cash advance to ensure internal guidelines being met.

REQUIREMENTS

- Bachelor's degree in accounting or Finance ,Business Management
- Professional certification -ICPAK or ACCA
- At least 1 year of related accounting working experience
- English proficiency is preferred
- Knowledge of computer skills (Spreadsheet/Accounting software, Navision ERP familiar is advantageous)
- Must understand and agree on FAWE mission, purposes, procedure, and values
- Proficiency in accounting background is highly advantageous

NB: Female candidates are strongly encouraged to apply.

- Only shortlisted candidate will be contacted. Previous candidates are advised not to re-apply.
- Deadline for submission of applications is 31st January 2023.
- Interested Applicants should send soft copies of their CVs and Cover letters to lmathew.fawess@gmail.com

