



8 September 2025

Job Re- Advertisement

Save the Children is an international non-governmental organization that works for a future of children, their families and communities realize social equity and dignity; have access to their basic physical, emotional and development needs.

Save the Children has zero-tolerance policy on conduct that is incompatible with the aims and objectives of the organization, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. All selected candidates will be expected to adhere to Save the Children's policies and procedures and the standards of conduct expected and will therefore undergo through Legal vetting, reference/background checks

SCI is seeking to recruit: -

Job Title: Finance and HR Assistant

Location: Kapoeta

Reports to: Field Manager

Contract Period: 4 Months



CHILD SAFEGUARDING:

Level 3: the role holder will have contact with children and/or young people either frequently (e.g., once a week or more) or intensively (e.g., four days in one month or more or overnight) because they work in country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.

KEY AREAS OF ACCOUNTABILITY:

Finance responsibilities:

- Collect funds and make various payments as per the authorization, approval of Budget Holders and in Accordance with Save the Children's financial management policy and also ensure that all collections and payments are done against serially pre-numbered cash receipt and cash payment vouchers.
- Handling suppliers' payments on timely basis.
- Doing invoice reconciliation and uploading in pro-save on timely manner
- Maintain optimum cash balances, request and advice on the cash replenishment requirements as per SCI procedures.
- Maintain a cash book and perform daily, weekly cash reconciliation and cash counts including monthly reconciliation of cash and floats.
- Manage cash balances to ensure that sufficient balances are maintained for ongoing activities while preventing too high balances to avoid incurring high exchange rate charges.
- Maintain proper filing systems of all cash payment documents and ensure accounting records are kept Updated, are reliable and according to Save the Children accounting practices.
- Vouching of cash payment documents and ensuring SC financial policies and procurement procedures are adhered to and the internal audit recommendations are implemented.
- Preparation of Floats and subsequent follow up and ensure timely clearance of outstanding floats and inform the Finance Manager on long standing floats regularly.
- Provide support in facilitating internal and external audits.
- Assist in delivery of trainings to staff on financial policies, procedures and processes.
- Assist budget holders in preparing forecasts and analysing BVA's
- Assist OiC and finance team in preparing and maintaining cost coverage analysis of the field office.



Human Resource responsibilities:

- Support field level HR process like induction and exit formalities, debriefing as applicable at the time of joining/leaving of staff, maintaining HR calendar, timely renewal of staff contracts, probation confirmation and other procedures.
- Support the Field HR Manager to prepare and maintain all personnel records (leave records, personnel filling, performance review report and HR matter) and related monthly HR information system
- Support Field HR Manager in all ongoing recruitments in Kapoeta.
- Ensure that timesheets and leave schedules for all staffs are completed regularly.
- Manage and supervise field office team cooks and cleaners to ensure that they are supported in their respective roles and that their work is adequately planned, supervise and evaluated.
- Support Field HR Manager in achieving SCI HR minimum standard in compliance with local labor laws and update HR records as per the standard compliance checklist
- Comply with all relevant SCI policies and procedures with respect to code of conduct, child safeguarding, Fraud and Dishonesty and other relevant policies
- Any other duties assigned by your line manager

QUALIFICATIONS

- Diploma in Accounting / Business Administration or Human Resource Management

EXPERIENCE AND SKILLS

Essential

- 1-3 years of progressive responsibility in HR and Finance (Cash management). of which are spent in an international development organization.
- Computer skills especially in MS Excel, spread sheets and MS Word
- High level of integrity and ability to work as part of a professional team
- Ability to work under high pressure to meet tight deadlines
- Good organizational and management skills including problem-solving.
- Good verbal and written skills in English.
- Willingness and ability to work in a collaborative and inclusive manner.
- Self-motivated, creative and ability to work under high pressure to meet tight deadlines.
- Strong reporting writing and Computer navigation skills much required.
- Commitment to and understanding of Save the Children's aims, values and principles.
- Ability to be travelling to the Field for supervision and support.

Desirable

- Representational skills.
- NGO experience an added advantage
- Knowledge of the local language spoken in an asset.
- Female candidates are highly recommended to apply.



Approved
D/Labour
09/09/2025



Application Information:

Click the provided link to apply ([SCI Career Site Careers \(oraclecloud.com\)](https://oraclecloud.com))

Please review application instructions/guidelines carefully to make submission easier:

1. Compile CV and cover letter and upload as (**attachment 1 online**)
2. Nationality ID must be a South Sudanese, combine with Education Qualifications/ Transcript and Certificates and upload as a single PDF file as (**attachment 2 online**)

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

All employees are expected to carry out their duties in accordance with our global anti-harassment policy.

In case you face difficulty in accessing the link, please come to Save the Children head office Juba Hai Malakal or SCI Field Offices for technical support or submit hard copy.

Deadline for submitting applications: 22nd, September 2025.

