

Position Description	Finance Assistant – non -relocatable	
Place of Assignment:	Panyagor	
Application dateline	1410/2026	
Supervisor's title:	Finance Officer	
Supervises:	None	
Work Time	100%	
Average travel days per year	extensive (more than 20) limited (7 – 19) little (less than 7) none	
Content of the position		
Purpose	To support the day-to-day financial operations of the LWF Panyagor field office by processing financial transactions accurately and in a timely manner, maintaining complete and properly organized financial records, and ensuring that financial documentation complies with established LWF policies and procedures. The position provides routine administrative and financial support to the Finance team and assists with basic financial monitoring, reporting, and documentation as required.	
Required Qualifications	• Bachelor's Degree in Accounting or Business Administration, a qualification in Certified Public Accountant (CPA, ACCPA) will be an asset. • Computer literacy and proficiency in the accounting software package(s). Excellent computer skills (advanced Excel required) • Preferably a minimum of 2 years' experience in working with International NGOs • Should possess good record-keeping and report-writing skills • Should be self-driven, willing to work long hours, and able to multitask and work with minimum supervision • Should be flexible, innovative, and a team player with good interpersonal skills	
Additional Study and Experience	• Excellent communication skills and ability to make formal and informal presentations both oral and written, as well as produce professional and analytical reports and learning documents • A high level of interpersonal and management skills and ability to establish effective working relations with various stakeholders. • Must be result-oriented and able to work under pressure and tight deadlines • High level of integrity Applicants are required to be in sympathy with the core values of LWF.	
LWF Core Skills	• Analytical thinking • Initiative • Leadership • Achieving results	Level resource Level advanced Level advanced Level resource

Approved by LWF Sour Office

30/09/2026

MINISTRY OF LABOUR PUBLIC SERVICE
HUMAN RESOURCE DEVELOPMENT
INDUSTRIAL RELATIONS

	• Accountability • Working effectively with others	Level resource Level advanced
Required Skills	• Communication • Capacity-building/training • Advocacy • Facilitation / Negotiation • Innovation • Stakeholder Management / Partnership • Networking	Level advanced Level resource Level advanced Level advanced Level advanced Level advanced Level advanced
Position Environment and Dimensions	• Internally, interacts with the Area Coordinator (direct supervisor), and Finance Manager (functional supervisor) at LWF Juba Office. Interact with Panyagor field office Support and program staff. • Externally, interacts with Banks, cash transfer companies, suppliers, and service providers.	
Main duties	 • Review Journals/cashbooks (Project Expense, General and Vendor Payment Journals) for completeness and accuracy before forwarded to Country Office (CO) for posting. • Follow up on committed costs in all projects in coordination with the Procurement department. • Monitor the liquidity levels of the Panyagor office and ensure that the cash requests are sent to Country Office on time as per the deadlines. • Ensure weekly cash forecast is done for the LWF Panyagor office and monthly cash request is submitted to country office for the funds required to run the program activities. • Review monthly payrolls and update the resource scheduling for all staff in LWF Panyagor in liaison with HR. • Review main accounts and follow up on all advance accounts to ensure timely settlement. • Ensure monthly financial reporting is done for the LWF Panyagor office as per the policy ensuring signed	



Cashbook and cash counts are submitted country office Finance.

- Ensure all closing projects are reviewed and clean-up is done within the liquidation period before the final reports are prepared
- Ensure the supporting documents are scanned on monthly basis and forwarded to Country Deputy Finance Manager as per the provided deadlines.
- Review Area office payment documentation for accuracy and compliance with LWF/Donor guideline procedures and payment check list.
- Train finance and non-finance staff on LWF finance policies and donor requirements

Budgeting, budget control, planning and Reporting

- In coordination with the Team Leader, Develop Master budgets for LWF Panyagor office and ensure all data are accurate. Share the Master Budget with Finance Manager on a monthly basis as per the Finance Calendar
- Conduct Monthly Budget verses Actual reviews meeting & monitor actual spending and advice Team leader and Program team to avoid overspending and plan on under spending.
- Prepare donor budgets with support from Team Leader and Program Manager
- Support new proposal development with financial information for budgeting
- Support the Country Finance Team in budget re-alignment

Local Tax management



- Coordinate Panyagor Finance, HR/Admin staff and/or with NGO Liaison bodies to obtain relevant local tax laws/requirements and ensure LWF is in compliance with same. This includes obtaining tax exemptions (i.e. Value Added Tax [VAT]) letters on yearly basis.
- Ensure all payments meet requirements of National Law and tax requirements are met accordingly
- Coordinate with HR department to ensure all taxes related to staff salaries are paid on timely manner to the relevant departments within your area of support. This included taxes for Expatriate salaries, where applicable.
- Support the Finance to coordinate with the Procurement and Logistics department to ensure the relevant taxes (if applicable) are indicated in all supplier documentation and paid to the relevant departments on timely manner.
- Keep Finance Manager, informed of the latest developments regarding the taxation rules in the area.

Others

- Minimize financial risks by ensuring that LWF financial policies and procedures as set in Operations Handbook and any other instructions are strictly adhered to through predefined effective internal control system.
- Review Panyagor office scanned documents before forwarding to Deputy Finance Manager.
- Conduct regular compliance checks on Panyagor office.
- Ensure the implementation of recommendations raised through internal & external audits, compliance audits etc.

	• Be the focal person for donor verifications and audits to be conducted at the Panyagor level • Ensure proper filing system for financial documents • Support the Country Finance Team in the internal and external audit process. • The responsibilities listed in the JD are not exhaustive and may be readjusted according to operational needs, but will remain in line with the overall purpose of the role.
Special duties	As may be assigned by the direct supervisor.
Major Challenges	• To provide mentoring and capacity-building for support staff and program staff on finance policy and guidelines.

Application Process

All applicants must send their application letter, updated CV, and supporting documents to the Human Resource office LWF Panyangor through recruitment.southsudan@lutheranworld.org. Only shortlisted candidates will be called for interviews. Due to the urgency of this position application shall be shortlist on a rolling basis.

Child Safeguarding:

LWF is a participatory organization of the inter-agency scheme for the disclosure of safeguarding related misconduct. For more information, please go on website: <https://misconduct-disclosure-scheme.org/>. Applicant agrees that related reference checks to be done by the LWF Human Resources office.



Child Safeguarding:

LWF is a child safe organization and is fully committed to promoting the realization of children's rights including the right to protection from violence and abuse. We therefore, have particular responsibilities to children we work and come into contact with to keep them safe from any harm or risk. In line with LWF policy, any appointment is contingent on thorough criminal record checks.