



World Vision

*Our Vision for every Child, Life in all its Fullness; Our Prayer for every heart, the will to make it so*  
**Building Brighter Futures for Vulnerable Children**

### **JOB OPPORTUNITY AT WORLD VISION INTERNATIONAL – SOUTH SUDAN**

World Vision is a Christian Relief, Development and Advocacy Organization dedicated to working with Children, Families and Communities to overcome poverty and injustice. World Vision serves all people, regardless of religion, race, ethnicity or gender. All employment in World Vision is condition upon successful completion of all applicable background checks, including criminal record checks where possible. World Vision International - South Sudan is now seeking for a qualified and dynamic Individuals **(Man or Woman)** who are willing to share in our vision and promise to Children, to join us in the role below:

**Job Title:** Finance Officer (1 position)  
**Reporting to:** Finance Manager  
**Location:** Twic County, Warrap State  
**Employment Type:** Fixed term none relocatable recruitment  
**Availability:** As soon as possible

#### **Purpose of the position:**

To perform grant accounting and budgetary functions for assigned Grants and ensure that there is conformity with World Vision International reporting requirements and the stringent compliance standards established by each donor or government or regulatory agency to minimize incidences of any disallowed costs and/or significant expenditure variances. Observe mission and core values of World Vision and demonstrate a quality of spiritual life that is an example to others.

#### **ROLES AND RESPONSIBILITIES:**

##### **Planning and Control:**

- Coordinate finance planning and reporting meetings with Project Finance Manager.
- Participate in periodic finance management meetings.
- Support Finance Manager in maintaining financial and monitoring systems that comply with World Vision partnership and Donors policies and regulations in order to provide appropriate levels of security and controls over grants resources and all financial operations.

##### **Stewardship, Accountability and Quality Financial Management**

##### **Quality Checks:**

- Review all purchase requisitions and Concur requests for project.
- Follow-up unsettled advances with staff to ensure timely settled.
- Monitor completeness of procurement documentation and procedures.
- Validate program coding for accuracy, completeness and authenticity.
- Review and evaluate effectiveness of work methods, procedures and personnel in grants management.
- Advise Finance Managers and project staff on expenditure status and trends on monthly basis.
- Visit area project sites to ensure that grants supplies inventory records are maintained appropriately.



**Budget Management:**

- Ensure all transactions are compliant to the budget
- Prepare and manage grant cashflow and expenditure projections in consultation with project team for submission to the Finance Manager
- Analyze actual project spending against approved budgets and alert finance Manager of irregularities and make recommendations.

**Procurement and Payment Processes:**

- Review grant procurement purchase requisitions for compliance with donor regulations, proper coding, correctly approved, processed and recorded, including verifying budget availability for all expenses and completeness of documentation, track procurement of capital assets for grants, maintain and update asset register, asset disposal and inventory control sheets to safe guard grant assets.
- Advise Project Finance Manager on funds availability prior to authorization of procurement and payment requests.
- Prompt payment of suppliers and service providers
- Correct payment made for goods/services received within agreed payment period
- Prepare monthly cash-flow forecasts for the project with planned expenses and income to ensure smooth operations.

**Asset, Stocks and Inventory Management:**

- Maintain and update fixed asset register bi-annually.
- Maintain of stock records of ministry supplies in stock book.
- Provide guidance to management on procurement and management of grants assets.

**RECORDING AND REPORTING:**

- Prepare the monthly and quarterly grant financial reports in line with World Vision financial reporting standards and grant guidelines in compliance with donor format.
- Review and analyze the authenticity, accuracy and completeness of accounting data before finalization of monthly grants FFR.
- Generate and analyze project monthly financial reports for review with Finance Manager
- Ensure all reports are signed and stored in designated storage in box and anywhere else.

**Qualifications/Education/Knowledge/Technical Skills and Experience:**

The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training: **Minimum Qualification required:**

- A first degree in Accounting or Finance.
- Must have Practical knowledge of Generally Accepted Accounting Principles and a thorough knowledge of financial systems and internal controls.
- Must have strong Grants experience especially with major donors such as Germany Government Grants, USAID & Multilateral grants and also experience in managing sub-grants.
- Prior experience with World Vision accounting system & WV systems is preferred.
- Experience with computerized accounting systems, preferably SUN System, MS Word, and MS Excel.
- Must possess good communication skills.
- Required a minimum of 3 Years working experience, 2 with an International NGO.
- Excellent computer literacy skills, especially in MS Excel.
- In-depth working knowledge of Generally Accepted Accounting Principles (GAAP) and the WVI FFM.



- In-depth working knowledge of grant accounting.
- Knowledge of how to prepare, review, and present financial statements and financial reports.
- Good analytical skills.
- Ability to understand connections between financial and operational issues.
- Ability to ensure high level of quality and customer service
- Ability to handle financial information effectively.
- Ability to facilitate appropriate information flow amongst staff.
- Ability to lead long and short-term planning.
- Ability to respect and relate appropriately to people of other faiths.

#### **HOW TO APPLY:**

Interested candidates (**South Sudanese Nationals**) who meet the above criteria should submit their application, cover letter and an updated CV with at least three referees with their telephone and email contacts. Address your application to The Human Resource Manager, World Vision South Sudan

Indicate the position you're applying for in the subject line.

Duration	22 <sup>nd</sup> January, 2025 to 7 <sup>th</sup> February, 2025
Click this link/copy this to the browser & apply	<a href="https://worldvision.wd1.myworkdayjobs.com/WorldVisionInternational/job/Twic-County-South-Sudan/Finance-Officer_JR39496">https://worldvision.wd1.myworkdayjobs.com/WorldVisionInternational/job/Twic-County-South-Sudan/Finance-Officer_JR39496</a>

The online open vacancy will automatically close on the date and time indicated. Any attempt to apply after the deadline won't go through. Please note that only shortlisted candidates shall be contacted and documents once submitted will not be returned to the candidates.

World Vision is a child-focused organization that is committed to safeguarding all children as well as adult project participants and has zero tolerance for incidents of violence or abuse against children or adults, including sexual exploitation or abuse, committed either by employees or others affiliated with our work. Therefore, World Vision does not hire staff whose background is not suitable for working with children or vulnerable adults, even if their role does not interact directly with them.

**Disclaimer:** World Vision in South Sudan is a reputable organization that values transparency and fairness in its recruitment process and does not solicit any money for any job application. We encourage all job seekers to be cautious of any job ads that require payment or personal information upfront. If you have any questions or concerns about our job ads or recruitment process, please do not hesitate to contact us directly.



Warrap Labour Card is one of the requirement.

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22.01.2025