



JOB ADVERTISEMENT: FINANCE OFFICER

Position: Finance Officer
Location: Juba, South Sudan
Organization: Caritas South Sudan
Employment Type: Temporary



About Us:

Caritas South Sudan is a humanitarian organization that supports vulnerable communities and promotes social justice. Our mission is to enhance the dignity and welfare of people through sustainable development programs, emergency response initiatives, and advocacy efforts. We are looking for a dedicated Finance Officer to join our team and assist in managing our financial activities while contributing to our mission. Female candidates are encouraged to apply.

Job Summary:

The Finance Officer will ensure Caritas South Sudan's financial stability by providing accurate financial reporting, managing budgets, and ensuring compliance with donor requirements. The ideal candidate should possess a strong understanding of economic processes, excellent analytical skills, the ability to work collaboratively in a dynamic environment, and knowledge of QuickBooks.

Key Responsibilities:

Prepare and maintain accurate financial records, including accounts payable and receivable, the general ledger, and bank reconciliation.

1. Assist in preparing budgets, financial forecasts, and reports for management and donors.
2. Monitor cash flow and expenditures to ensure funds are utilized efficiently and effectively.
3. Ensure compliance with organizational policies, donor guidelines, and relevant financial regulations.
4. Support internal and external audits and implement any recommendations for improvement.
5. Facilitate training and capacity-building for program staff on financial processes and best practices.
6. Collaborate with program teams to ensure proper budgeting and financial tracking for proposals and projects.

Qualifications:

- Bachelor's degree in Finance, Accounting, Business Administration, or a related field.
- A minimum of 3 years of relevant experience in finance or accounting, preferably in the nonprofit or humanitarian sectors.
- Strong understanding of financial management principles and practices.
- Proficient in accounting software (QuickBooks) and the Microsoft Office Suite (Excel, Word, PowerPoint).

- Excellent analytical, organizational, and problem-solving skills.
- Strong communication skills, with the ability to work effectively with diverse teams and stakeholders.
- Fluency in English; knowledge of additional local languages is an asset.

What We Offer:

- A competitive salary and benefits package.
- Opportunities for professional development and training.
- A supportive working environment that values teamwork and collaboration.
- The chance to make a meaningful impact in the lives of vulnerable communities in South Sudan.

Application Process:

Interested candidates can submit their CV, cover letter, and three professional references to director@caritassouthsudan.org by 16th May 2025. Please include "Finance Officer Application" in the subject line of your email.

Deadline for Applications:

15th May 2025, at 02:00 PM, Caritas South Sudan office, Catholic Bishops' Secretariat.

