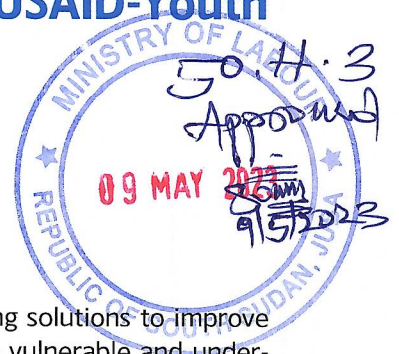


Finance Officer – South Sudan – USAID-Youth Empowerment Activity

Position Location: Juba, South Sudan

Project Name: USAID-Youth Empowerment Activity



EDUCATION DEVELOPMENT CENTER (EDC)

Education Development Center (EDC) is a global nonprofit that advances lasting solutions to improve education, promote health, and expand economic opportunity, with a focus on vulnerable and underserved populations. Since 1958, we have been a leader in designing, implementing, and evaluating powerful and innovative programs in more than 80 countries around the world.

EDC promotes equity and access to high quality education and health services and products that contribute to thriving communities where people from diverse backgrounds learn, live, and work together. We support an inclusive workplace culture that embraces many perspectives and broadens our understanding of the communities we serve, enhancing and enriching our work.

EDC is committed to equity, diversity, and inclusion in the workplace.

We are looking for candidates who share EDC's commitment and understand the importance of cultural responsiveness in today's context.

Project Description

The USAID South Sudan – Youth Empowerment Activity will reach 25,000 South Sudanese youth in 13 counties across 5 states (Eastern Equatoria, Jonglei, Unity, Upper Nile, and Western Bahr el Ghazal) over a four-year period. This community-based intervention will establish a vibrant Youth Corps and support local organizations enhance youth-friendly service offerings. USAID – Youth Empowerment Activity will tailor its intervention to meet the realities of each implementation area and to best support a diverse group of youth with varied capacities and aspirations to reach their full potential.

Position Description

The Finance Officer will assist the Senior Finance Manager in successfully completing the financial duties required for the project. These duties will include budgeting, procurement oversight, and records management. This position will be responsible for preparing timely and accurate financial reporting and assisting in the preparation of monthly financial spreadsheets, cash flow forecasts, data entry, corresponding with vendors as appropriate, and ensuring the office follows EDC financial policies and procedures and USAID's regulations. This position reports to the Senior Finance Manager.

Essential functions include, but not limited to the following:

- Record project transactions in QuickBooks, utilizing the correct charge codes and monitoring alignment to budgeted activities.
- Ensure that all payments adhere to EDC policies and procedures.
- Monitor and report on vendor payment schedules and obligations.
- Provide first-level review of all invoices, advances and reimbursements, checks, wire transfer payments and VAT Purchase Orders for approval and processing, ensuring accuracy and timely execution for approval by the Senior Finance Manager and Director of Finance and Operations.



- Manage the transfer of project funds from the central account to field accounts.
- Monitor advances to employees and ensure timely liquidation.
- Preview all back-up documentation to ensure completeness, accuracy, and full compliance with EDC policies and procedures. Ensure all supporting financial documentation is scanned and digitally archived on a monthly basis per EDC file retention policies.
- Ensure leave balances, tax withholdings, and other government contributions are recorded accurately and paid; escalate to the Senior Finance Manager all unresolved matters.
- Work with the USAID-Youth Empowerment Activity procurement team to ensure that invoices are paid in a timely manner and escalate any delays of vendor payments/other issues to the by the Senior Finance Manager immediately.
- Work with the Senior Finance Manager to support tracking of spending against the approved budget, as well as forecasting.
- Prepare reports for monthly journal entries to be performed by the Senior Finance Manager.
- If applicable, monitor and review technical staff's level of effort in line with USAID cost categories to ensure proper time allocation.
- Conducts vetting per EDC and USAID's compliance policies.
- Perform any other duties as assigned.

The candidate for the position of Finance Officer shall have at a minimum the following qualifications:

Education:

Bachelor's degree required in Business Administration, Accounting, or another related field.

Skills and Expérience :

- A minimum of 6 to 7 years of directly relevant experience.
- Supervision experience required.
- Experience supporting USAID or other donor-funded projects.
- Experience working with QuickBooks accounting system or similar product.
- Experience working with computers, especially MS Word and MS Excel.
- Detail-oriented and organized.
- Excellent writing skills.
- Demonstrable initiative, creativity, and flexibility.
- Ability to work independently and effectively in groups.
- Strong interpersonal & organizational skills.
- Willingness to travel to provinces covered by the project.



Language:

Advanced proficiency in written and spoken English. Knowledge of and proficiency in at least 2 local languages spoken in Eastern Equatoria, Jonglei, Unity, Upper Nile, and Western Bahr el Ghazal highly preferred.





Application Instructions:

Job closing date: May 31, 2023

To apply, Applicants are encouraged to visit the [Careers Page](https://go.edc.org/SouthSudanJobs) at: <https://go.edc.org/SouthSudanJobs>
Or hand deliver applications, enclosed in an envelope, to the **Security Desk of River Camp/AFEX** addressed to the attention of **The Chief of Party, Education Development Center, (EDC), USAID-Youth Empowerment Activity**. Indicate on the envelope the position applied for.

Applications will be progressively reviewed as they are received.

Due to the volume of applications submitted, only finalists will be notified. No phone calls, please.

EDC is committed to enhancing the diversity of its workforce and ensuring an equitable and highly inclusive work environment. EDC is a smoke-free workplace, and offers a supportive work environment, competitive salary, and excellent benefits. Women, minorities, and individuals with disabilities are encouraged to apply.

