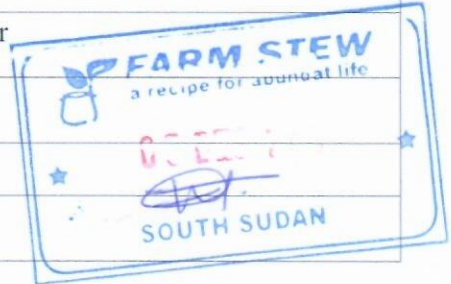




**INTERNAL AND EXTERNAL JOB ADVERTISEMENT: Finance and Admin  
Assistant- Yambio and Nzara Counties**

|                               |                                  |
|-------------------------------|----------------------------------|
| <b>Job Title</b>              | Finance and Admin Assistant (X1) |
| <b>Reports to</b>             | Finance and Operation Manager    |
| <b>Duty Station(location)</b> | Yambio and Nzara Counties        |
| <b>Start date</b>             | 5 <sup>th</sup> /12/2025         |
| <b>Deadline</b>               | 19 <sup>th</sup> /12/2025        |



**About FARM STEW South Sudan (FS-SS)**

FARM STEW South Sudan (FS-SS) is a non-profit making organization that was founded in South Sudan in November 2018. FS-SS is a Christian organization that aims at promoting the health and wellbeing of rural and small families. FS-SS aims to respond to the ever-increasing social, economic, health, and illiteracy challenges facing many South Sudanese.

FARM STEW is an acronym that represents eight ingredients of a recipe for abundant life: F (Farming), A (Attitude), R (Rest), M (Meals), S (Sanitation), T (Temperance), E (Enterprise) and W (Water).

FS-SS core sectors of work include Food Security & Livelihoods, WASH, Education, Health and Nutrition, as these are the most development aspects that South Sudan needs to attain sustainable development (SDGs).

We educate the poorest and most hungry families on how to improve lives through fresh, home-grown food, clean water, and strong community unit. We equip families to address the root causes of hunger, diseases, and death.

FARM STEW South Sudan is currently operating in **Western Equatoria**: Maridi and Yambio, **Central Equatoria**: Juba and Yei, **Eastern Equatoria**: Torit, Magwi, Ikwotos, Kapoeta North, Budi, **Western Bahr El ghazāl**: Wau, Jur River. **Warap**: Tonj South

**Our Vision:** We envision "families, communities, and nations who thrive by achieving abundant life both now and for eternity."

**Our Mission:** To improve the health and well-being of poor families and vulnerable people around the world."

**SUMMARY OF THE POSITION.**

FARM STEW South Sudan seeks motivated finance professional to undertake the role of Finance and Admin Assistant. Under the overall guidance of the Finance and Operation Manager, The Finance and Admin Assistant will support the efficient financial management, administration, logistics, and operational systems of the project-**Strengthening Off-season Climate-Smart Vegetable Production and Market Linkages for Smallholder Farmers in Western Equatoria State, South Sudan (SOCMWES)**. The role ensures compliance with organizational and donor policies while facilitating smooth project implementation. The position supports daily financial transactions, documentation, procurement processes, and office administration.

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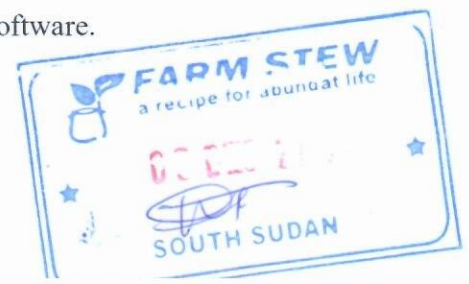
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**ROLES AND RESPONSIBILITIES.**

- providing financial and administrative support to the Finance Manager.
- Support the Project to ensure that best value for money is achieved from all purchases; value: correct quantity, quality, time and best price.
- Provide effective and efficient management of the project finances, including aspects of budget setting and monitoring, procurement, income receipt, invoicing and processing claims procedures.
- Assist in the day to day accounting procedures and recording of all financial transactions accurately on the financial software.
- Monitor expenditure against budget headings and report any variances to the Finance Manager.
- Assist in the monitoring and development of effective systems of financial accountability and control in line with FS-SS financial requirements.
- Assist the with matters relating to accounts and audits regarding preparation and audit of annual accounts.
- Work closely and in confidence with the FM to ensure that the Project meets statutory requirements (if any).
- Process all orders and invoices ensuring that the FS-SS complies with the authorization levels as prescribed with the internal financial procedures.
- Deal with queries relating to payments and deliveries.
- Checking invoices and expenditure items for accuracy including amount and frequency so as to safeguard against errors.
- Raise cheques and transfers for approved payments to suppliers, ensuring that all payments are properly authorized and approved.
- Process all petty cash requests, input transactions and produce reports as required,
- Maintaining of a proper filing system for all financial records and documents.
- Contribute to other activities as assigned by the supervisor.

**QUALIFICATIONS AND EXPERIENCE**

- Diploma or Bachelor's Degree in Finance, Accounting, Business Administration, or related field.
- 1–3 years of experience in finance or administrative roles, preferably with NGOs or donor-funded projects.
- Knowledge of accounting principles and proficiency in financial record-keeping.
- Experience with donor compliance systems is an added advantage.
- Knowledge of procurement procedures and logistics management.
- Strong computer skills, especially MS Excel and accounting software.





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**CORE COMPETENCIES**

- Strong attention to detail and accuracy.
- Good organizational and multitasking skills.
- Strong communication and interpersonal abilities.
- Ability to maintain confidentiality and handle sensitive information.
- Ability to work under pressure and meet deadlines.
- Integrity, professionalism, and strong work ethics.
- Ability to work effectively in a team and with diverse stakeholders.

**How to Apply**

Interested candidates should submit a CV, cover letter and Copies of academic's certificates to email: [recruitmentfsss@farmstew.org](mailto:recruitmentfsss@farmstew.org) or Delivery hard copy to FARMSTEW South Sudan of Office; Hai Kuwait East, Bilpham road, Plot No.259, Near national ministry of environment, Juba, South Sudan or FARMSTEW South Sudan Yambio field office, SDA compound-Bakinde

**NB:**

- (1) This position is open to National South Sudanese only
- (2) This is both internal and external advert for FARM STEW South Sudan staff and not FARM STEW South Sudan staff respectively.
- (3) Any application received later than 19<sup>th</sup>/12/2025 will not be considered.
- (4) Only shortlisted candidates will be contacted.
- (5) Due to the urgency need for the role, the applications will be reviewed on the rolling basis and the position may be filled before the deadline.

