VACANCY

FINANCE & ADMIN ASSISTANT (1) – JUBA

Finnish Refugee Council (FRC) / **Suomen Pakolaisapu** (https://pakolaisapu.fi/en/) is a Finnish non-governmental organisation with HQ in Helsinki. The Finnish Refugee Council advocates for the rights of refugees, displaced populations and migrants, and supports them for a new beginning. By reinforcing equity and creating opportunities for everyone to lead a decent life, FRC supports the establishment of fair and equal societies.

FRC interventions place emphasis on the empowerment of the most vulnerable members of societies as well as for community-based organisations, thus strengthening basic democratic structures. Humanitarian assistance, protection of the most vulnerable, particularly women and girls, among the forcibly displaced and the most vulnerable among the host communities is key to FRC.

FRC is registered under the Relief and Rehabilitation Commission (RRC) and accorded legal personality with Reg. No. 5128 as International Organisation.

With funding from the Ministry for Foreign Affairs of Finland, FRC expects to start implementation of a one-year humanitarian & development intervention in Central Equatoria, which includes multi-purpose cash support, functional adult literacy (FAL), financial literacy and GBV protection components.

Position Overview

Finnish Refugee Council (FRC) is looking for Highly organised professional with strong foundations in financial principles and office administration. Skilled in Advanced MS Excel, budget tracking, and multi-tasking within deadline-driven environments. Eager to leverage exceptional attention to detail and problem-solving abilities to support the financial and administrative roles at FRC.

This position under the direct supervision of the Finance & Admin Coordinator is tasked with facilitating and coordinating FRC Finance and administrative roles. This role is designed for a highly organised professional who can balance financial accuracy, smooth office operations, and efficient supply chain management. The Finance & Admin Assistant will serve as the backbone of the office, ensuring that internal processes are seamless and compliant.

- **Role:** Finance & Admin Assistant
- **Department:** Finance & Operations
- **Reports to:** Finance & Admin Coordinator
- **Location:** Juba- South Sudan

Key Responsibilities

1. Financial Support

- Assist in the preparation of monthly financial reports and budget tracking.
- Process invoices, expense claims, and petty cash reconciliations.
- Maintain an organised filing system for all financial records, vouchers, HR files and all receipts.

- Responsible for scanning all vouchers, HR Files and all contract documents into Sharepoint.
- Support the annual audit and year end reporting process by gathering necessary documentation.

2. Procurement & Logistics

- Manage the end-to-end procurement process, from sourcing quotes to delivery.
- Maintain an updated database of preferred vendors and suppliers.
- Ensure all purchases comply with FRC policy and "value for money" principles.
- Monitor office inventory and order supplies (stationery, supplies, etc.) before they run out.

3. Administrative Coordination

- Serve as the first point of contact for office visitors and general inquiries.
- Coordinate travel arrangements, including flights, hotel bookings, and visas for staff.
- Organise logistics for meetings, workshops, and company events.
- Maintain and update asset registers (tracking laptops, furniture, and equipment)..

Required Qualifications & Skills

Feature	Requirement
Education	Bachelor's degree in finance, Accounting, Business Administration, or related field
Experience	3+ years of experience in a combined Admin/Finance role with a reputable INGO.
Software	Proficiency in Advanced MS Excel and accounting software (e.g., QuickBooks)
Communication	Excellent written and verbal communication skills.
Integrity	High level of discretion and ethics when handling sensitive financial data.

Finnish Refuge Coun

MINISTRY OF LABOR
07 JAN 2026
REPUBLIC OF SOUTH SUDAN

Duration of assignment

12 months; the start date of the assignment is **16th Feb 2026**

Duty Station: Juba

Contact: Applications (CV and cover letter) should be sent to **recruitment.southsudan@refugeecouncil.fi** OR hand delivery to;

FRC Office at Tongping, Shalom Apartments next to South African Embassy, opposite Residence Tower by **28th January 2026**. Interviews will be tentatively held few days after closing date of advert.

Please include in your cover letter:

- Your gross salary request.
- Contact details (email and telephone) of 3 professional reference persons.

Do not include Originals of any certificate at this stage.

Only shortlisted candidates will be contacted.

Everyone applying must comply with FRC Code of Conduct, and all FRC policies (e.g., on Prevention of Sexual Exploitation, Abuse and Harassment, Gender Equality, HR, Conflict of Interest and Anti-Fraud and Anti-Corruption).

Commitment to Gender, Equality, Diversity, and Inclusion: FRC is committed to creating a diverse, inclusive, respectful, and safe work environment where all persons are treated fairly, with dignity and respect. FRC expressly prohibits and will not tolerate discrimination, harassment, retaliation, or bullying sin any work setting.

Finnish Refugee Council

MINISTRY OF LABOR
07 JAN 2026
REPUBLIC OF SOUTH SUDAN