

VACANCY ANNOUNCEMENT

POST TITLE: Finance Officer
PERIOD: One year
LOCATION: JUBA – SOUTH SUDAN

EVE Organization for Women Development is a National NGO that contributes to addressing inequalities that hinder women's advancement in South Sudan. The Organization works to improve Women Political participation, Young women leadership, Sexual and Gender Based Violence, Education, Peace and Security, Reproductive Health and Socio economic empowerment. (For more info refer to www.evesouthsudan.org)

EVE Organization is looking for an experienced Finance Officer, to undertake all aspects of financial management, including corporate accounting, regulatory and financial reporting and budget and forecasts preparation for its operations

POST DESCRIPTION

Under the overall supervision of the Executive Director and direct supervision of the Program Manager, the Finance Officer will perform the following tasks;

- Manage all financial and accounting operations in accordance to EVE's financial and procurement policy
- Establishes monthly cash requirements for the office and approves payments, purchase authorizations and other financial transactions in consultation with the Executive director and/or program manager
- Coordinate and direct the preparation of budgets as per projects proposals and financial forecasts and report
- Ensure quality control over financial transactions and financial reporting as per different donor requirements and standards
- Prepare and publish timely monthly financial statements including bank reconciliations
- Constantly reviews banking arrangements to ensure timely transfer of funds and minimize exchange loses and bank charges;
- Advise the Executive Director on all budgetary and financial matters;
- Support month-end and year-end close process
- Organize and coordinate financial related audit
- Undertakes other duties as required.

QUALIFICATION

- Proven working experience as a Financial Officer
- 3 - 5+ years of overall combined accounting and finance experience
- Advanced degree in Accounting
- Thorough knowledge of accounting principles and procedures
- Experience with creating financial statements
- Experience with general ledger functions and the month-end/year end close process
- Excellent accounting software user and administration skills
- Team work: Ability to work independently and as part of a team

SUBMISSION

Motivation letter, CV and supporting documents should be submitted to info@evesouthsudan.org before **30 November 2019** or hand delivered to

EVE Organization Office in Juba

PALICA SCBC/Caritas compound -opposite the Sacred Heart Sisters' kindergarten - Juba Town