Andre Foods' South Sudan
30 OCT 2026
AFSS RESTORING HUMAN DIGNITY Andre Food's South Sudan

JOB ADVERTISEMENT

Andre Foods' South Sudan (AFSS) is a local National NGO implementing activities in South Sudan. AFSS is a legally mandated local organization providing services in Nutrition, Health, Food security, Water Sanitation and Hygiene (WASH) with emphasis on capacity building of the local communities. AFSS has a vision of creating a Society free of nutrition-related illnesses and deficiencies with a secure household food supply and access, along with proper hygiene and sanitation for Sustainability and development.

We are looking for qualified candidates to fill the following vacant position;

POSITION:	**Finance Assistant**
Job Location:	**Juba, Central Equatoria State**
Country:	**South Sudan**
Number of Positions:	**One**
Job Type:	**Contract Basis**
Project Duration:	**9 months**
Reports to:	**Finance Officer**

Purpose of the position:

The job purposes of a **Finance Assistant** is to provide operational, clerical, and administrative support to the organization's finance or accounting department, ensuring that day-to-day financial transactions are recorded accurately and processed in a timely manner.

Key roles and responsibilities

1. Preparation of payment vouchers, payment request form and ensuring that supporting documents are fully attached and complete.
2. Ensuring that all financial documents are stamped paid.
3. In collaboration with the Finance officer review documents sent from field sites for compliance with the procurement and finance policies.

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4. Scanning of financial documents and making sure they are saved on file.
5. In charge of reconciling employee account receivables on a monthly basis.
6. Filing of financial documents at the head office and those sent form field sites in a logical, neat and orderly manner.
7. Preparation of personal income tax to be remitted to the Government.
8. Photocopying of financial documents.
9. Making sure checks are photocopied before they are issued to Vendors and Bank Transactions are made.
10. Assist the accounting team with annual Audit preparations.

- ❖ Prepare monthly bank, cash creditor and debtor reconciliations with the help of the finance officer.
- ❖ Review documents submitted for payment from procurement. Ensuring all supporting documents are attached and duly signed by relevant department heads.
- ❖ Ensure that cash count is done on weekly basis with the Finance Officer and also review that all the payments that are booked in the Cash Transaction Journal are fully approved and filed neatly.
- ❖ Prepare Petty cash vouchers, bank payment vouchers, and ensuring they are fully approved before any cash disbursement or cheque issuance.
- ❖ Check that each voucher has all supporting paperwork with correct authorization and amounts.
- ❖ Ensure that each month's accounts and supporting documentation are correctly filed for easy retrieval and auditing purposes..
- ❖ Assist with implementing measures to ensure the integrity of financial systems and security of information.

- ❖ Retrieve, format and validate information obtained from various financial information systems and bring any discrepancy or inaccuracy to the attention of the supervisor and follow up corrective actions.
- ❖ Perform administrative duties related to the monitoring and recording of fixed assets, spend on fuel and spare parts for vehicles and generators, to ensure that the databases are accurately updated.

Maintain register for all invoices and payment transfers and record

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paperwork, to ensure that all documents are maintained and filed in compliance with accepted standards and guidelines of the Organization.

Personal specifications/Qualifications

- The applicant should be a Diploma holder in Finance management or Business Administration and any relevant areas, Bachelor's Degree will be an added advantage.
- Must be having a basic computer knowledge.
- Should be able to work under minimal supervision.
- 2 to 3 years' working experience in a similar role in a related field.
- Excellent working knowledge and experience.
- Excellent written and oral communication skills in English and Arabic.
- Knowledge of Quick Books Accounting Software.

Standard of professional conduct

AFSS staff must adhere to the organizational code of conduct which clearly stresses the need for integrity in service and accountability. In accordance with these values, AFSS operates and enforces policies on beneficiary protection from exploitation and abuse, child safeguarding, anti-work place harassment, fiscal integrity and anti-retaliation.

Sexual Exploitation and Abuse

Andre Foods' South Sudan (AFSS) has a zero tolerance for sexual exploitation and abuse and will not tolerate its staff, associates, partners or any other representatives associated with the delivery of its work to engage in any form of sexual exploitation or abuse. This is because sexual exploitation and abuse not only undermine the image and effectiveness of our work as AFSS but also has serious consequences for the individuals and the communities affected. Therefore, all Andre Foods' South Sudan (AFSS) staff, associates, and partners are expected to

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conduct themselves in accordance with the PSEA policy. Failure to abide by the set rules will led to termination of the staff contract or the company involved.

How to apply

Interested candidates should submit a copy of their CV with all the photocopies of the academic transcripts, national ID and cover letter addressed to Human Resource Officer. This can be hand delivered to AFSS head Office in Juba Gudele 2 Block (9) opposite 711 Cafeteria 100 meters from the main road or send via email- **recruitmentandrefoods@gmail.com**.

The email Subject Line must show the job title of the position and Location.

Deadline for receiving application is 18/11/2026. Please note that any application letter/CV received is not returnable & AFSS only shortlisted applicants will be contacted. AFSS retains all applications and files will not be returned to the applicants at the end of the recruitment process, thus kindly submit only photocopies of your academics documents and not original documents.

AFSS is an equal-opportunity employer, qualified women are encouraged to apply.

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