

50. H. 3  
Approved by  
Sj. [Signature] Director of Labour



**Position type: Finance Coordinator**

**Number of Positions: One**

**Duty Station: Juba**

**Contract type: Fixed term with possibility of extension depend on funding & performance**

**Report to: Finance Manager**

**Employment start date: Feb 2024**

**Advert Closing date: 31st January 2024**

## **JOB ROLE**

The Finance Coordinator will be assisting to FM for control of funding and expenditure and allocation of overheads. He/she will advise and inform Finance Manager on matters relating to budgeting, financial planning, reporting and finance staffing.

## **BACKGROUND:**

The Lutheran World Federation/Department for World Service (LWF/DWS) South Sudan Programme was established in 2009 and strives to provide humanitarian assistance (emergency/relief, rehabilitation and development work) to refugees, IDPs, returnees, host community and other vulnerable communities to enable them meet their basic human rights and needs in line with its vision and mission statements, and core values. The activities of LWF include education, child protection, food security, emergency, community protection and capacity building of local authorities and community members. LWF Currently works in 5 of the 10 states of South Sudan including Central Equatoria, Eastern Equatorial, Jonglei, Upper Nile and Unity.

## **KEY RESPONSIBILITIES:**

- As guided by the FM, using SAGE accounting software maintain book-keeping.
- Assist Finance manager preparing monthly financial report and cash flow for HQ, Geneva using SAGE. Likewise, for donors when needed.
- Work closely with other finance and other colleagues to ensure a strong connection between work plans, procurement plans and cash flow planning in order to ensure a coordinated implementation by all units.
- Analyse and review control environment in general and in particular the procurement and human resources processes with financial implications for the individual projects and for the entire South Sudan program.
- Verify and check the quality of all the finance, HR, procurement and logistics documentation before processing any payments as needed.
- Support other finance staff in Juba and fields, technical guidance and coaching for finance staff.





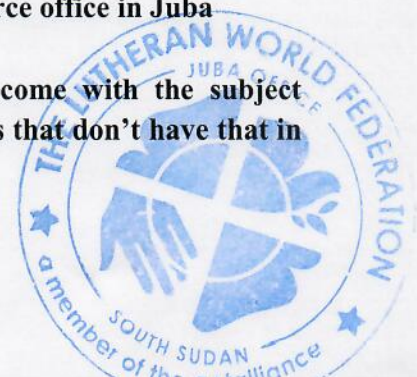
- Generate monthly finance and management reports for Area coordinators/ Team leaders and program staff.
- Prepare periodic financial reports for various donors, UN agencies and key donors (ie; Bread for the World - Protestant Development Service/ BfWd, Bureau of Population, Refugees and Migration/ BPRM etc.) in accordance with the terms of the agreement and MOU. Take responsibility conducting audit exercise/ verifications from donors when needed. Process transactions listing using Pivot table to ensure accuracy comparing transactions listing generated from SAGE.
- Assist FM in the preparation of, and verify the accuracy of budgets for all projects, ensuring especially that core costs and program operations costs are allocated to and charged to individual projects.
- Support Juba finance team & HR in the processing and payment of salaries, allowances, benefits and taxes for national/ international staff, ensuring timely, legal and accurate payment of the same.
- Keep up-to-date information on current legislation relating to staff compensation, tax laws and relevant legal systems.
- Ensure that internal controls are properly in place, including periodic visit to project offices to support and improve sound financial management and internal controls at the field level.
- Assist FM & team in the recruitment of various finance staff for South Sudan program.
- Fulfil any other duties as may be assigned by the Finance Manager, or his/her designate.

#### QUALIFICATION AND EXPERIENCE

- Professionally qualified accountant
- Master's in Business Management, CPA or equivalent qualification
- Minimum 5 years' experience with reputed international non-government organization in finance working with humanitarian assistance or development programs.
- Team-oriented, flexible and good communication skills.
- Advance knowledge and skill in Excel with good command using Pivot table summarizing data.
- Familiar using account software. SAGE accounting software knowledge will be added advantage.
- Conceptual, analytical skills, demonstrated organizational management and supervisory skills.
- Previous experience on various donors reporting (UN agencies, EU funded projects, US grants etc.)
- Excellent knowledge and skills dealing with South Sudan taxation rules and periodic changes.

#### Application Process

- **All applicants must send their application letter, national identification card, updated CV and supporting documents to the Human Resource office in Juba**  
[Recruitment.southsudan@lutheranworld.org](mailto:Recruitment.southsudan@lutheranworld.org).
- **Hand delivery is accepted. Applications by email should come with the subject 'Application for finance Coordinator'. Emails or applications that don't have that in the subject box will not be considered.**





Female candidates are encouraged to apply. Only shortlisted candidates will be called for interviews.

**Child Safeguarding:**

*LWF is a participatory organization of the inter-agency scheme for the disclosure of safeguarding related misconduct. For more information, please go on website: <https://misconduct-disclosure-scheme.org/>. I agree that related reference checks to be done by the LWF Office for Human Resources*



**Child Safeguarding:**

*LWF is a child safe organization and is fully committed to promoting the realization of children's rights including the right to protection from violence and abuse. We therefore, have particular responsibilities to children we work and come into contact with to keep them safe from any harm or risk. In line with LWF policy, any appointment is contingent on thorough criminal record checks.*

