



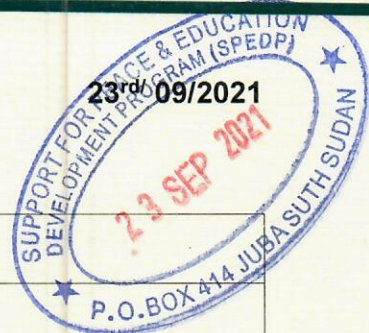
SUPPORT FOR PEACE & EDUCATION DEVELOPMENT PROGRAMME

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Approved
MOI 23/9/2021
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JOB DESCRIPTION



Job Title	Field Finance Officer
Vacant Position	1
Duty Station	Morobo
Position Reports to	Grants Officer
Position Opened for	South Sudanese Nationals
Duration	12 Months (extendable) subject to performance
Applications Closing Date	12 October 2021

Background

Support for Peace and Education Development Programme (SPEDP) is a National Non-governmental organization (NGO) registered in the National Government Headquarters in Juba, South Sudan with a presence in eight States of South Sudan, including Central Equatoria, Eastern Equatoria, Western Equatoria, Northern Bahr-el-Ghazal, Western Bahr-el-Ghazal, Unity, Upper Nile and Jonglei. Established in November 2007, SPEDP has reached over 500,000 households (returnees, internally displaced people and host communities) in South Sudan through its Food Security and Livelihoods Programme, water, sanitation and hygiene (WASH), Education, Health and Nutrition, Education, Human Rights, Peacebuilding and Governance programmes.

Position Summary

SPEDP in consortium with other three partners secured an Area Based Programming project for Southern Central Equatoria from the UN Trust Fund focused on Sudan Reconciliation, Stabilization, and Resilience. Therefore, SPEDP is seeking to recruit a qualified, experienced and self-driven South Sudanese national to fill the position of Field Finance Officer.

Key Duties and Responsibilities:

- Ensuring that funds provided for the implementation of projects on behalf of other parties also comply with any project-specific financial policies and procedures;
- Managing the SPEDP's cash-flow and ensuring that each project's budget and operations are adequately adhered with;
- Preparing statutory monthly/quarterly/annual financial statements in accordance with International Financial Reporting Standards and the NGO Act;
- Implementing Auditors (External and Internal) recommendations and handling annual and replenishment audits for SPEDP and Projects;
- Preparation of Activity Budgets, financial management and generating of financial management information for stakeholders
- Ensures financial management policy and guidelines are followed in project locations.
- Ensures accurate, timely and correct financial records that show the financial status of the project are present at all times.
- Manages Money Transfers and Bank Relations
- Managing the processing and documentation of all financial transactions, and the proper record-keeping of all financial operations;
- Keeping the FM informed about the project financial position and its current and forecast performance;
- Keeping project manager informed about the financial progress of their activities and supporting them with financial advice about their programmes;
- Ensuring that the internal control systems are functioning as designed;
- Providing advice on how to meet the financial objectives;
- Timely remitting staff statutory deductions to the relevant authorities;
- Preparing subsidiary project accounts;



Job Requirements

- Atleast a Diploma in Business Administration/, Science in accounting or any accounts related qualifications are advantageous.
- A minimum of 1-2 years' working experience in a similar position preferably with NGO
- She/he should have strong verbal and written communication and with strong negotiation skills

She/he possess exceptional organizational skills that help her/him plan objectives and strategies which allow team members to perform optimally.

Other requirements

- Able to work under pressure and with diverse cultures
- Self-starter and independent thinker
- Flexible work style and with an interest in being part of a dynamic and evolving team
- Strong interpersonal skills and team player with the ability to build relationships with staff and partners at all levels
- Outstanding communication skills
- Strong computer knowledge in Microsoft Office Excel with formulas, word and PowerPoint.
- Knowledge of QuickBooks accounting software is a must
- Good knowledge of Monitoring and Evaluation processes
- Responsible and honest

How to Apply:

Please send your application letter with non-returnable CV, copy of certificates and Contact address to the following address below. Only short-listed applicants will be contacted.

NB Female candidates are highly encouraged to Apply.

**Office Administrator
Support for Peace and Education Development Programme
Morobo.**

