



Consortium of
Rural women for
Agribusiness
Development
Organization
(CORWADO)

Consortium of Rural Women for Agribusiness Development Organization (CORWADO)

Head Office: Magwi, Behind Christ the King Catholic Parish, Eastern Equatorial State,

Munuki Block "B", Mia Saba (107) Road,

Opposite Leaf Energy Petrol Station, Juba, South Sudan

Contact Telephone: +211925090099 or WhatsApp +211925090099

Email: info@corwado.org, corwadosouthsudan@gmail.com

Vacancy Notice:

Reference Number: WBeG-F&CO-002-2025

Finance and Compliance Officer.

Job Title: Finance and Compliance Officer.

Reports to: Finance and Administration Manager, with matrix management and strategic oversight from the Director/Chief Executive Officer (CEO).

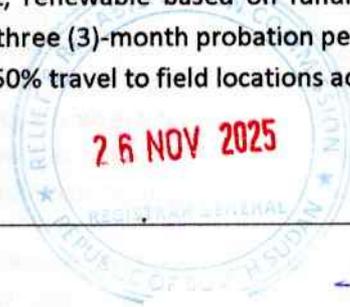
Contract: 12-month fixed-term contract, renewable based on funding availability and satisfactory performance following the successful completion of a three (3)-month probation period.

Location: Juba, South Sudan, with up to 50% travel to field locations across the country.

Start Date: As Soon As Possible (ASAP).

Opening date: 27 November 2025.

Closing Date: 10 December 2025.



Introduction:

Consortium of Rural Women for Agribusiness Development Organization (CORWADO) is a women-led national NGO registered under RRC No. 5164 and operating across multiple states in South Sudan. Established in 2022, CORWADO empowers rural communities especially women and youth through agribusiness development, financial inclusion, climate-resilient livelihoods, market systems strengthening, and community-driven resilience initiatives. CORWADO has implemented multi-donor programmes in Eastern Equatoria, Western Equatoria, Upper Nile, and Western Bahr el Ghazal, reaching more than 25,000 farmers, women entrepreneurs, and youth groups. Our work spans food security and livelihoods, market systems development (MSD), climate-smart agriculture, gender equality, WASH, peacebuilding, and emergency response. We are recognized for our locally led, community-driven approach, strong technical expertise, robust safeguarding and financial management systems, and deep field presence. CORWADO partners closely with government institutions, UN agencies, private sector actors, and civil society to deliver inclusive, sustainable, and high-impact development and humanitarian programmes.

Job Profile

The Finance and Compliance Officer supports the Finance and Administration Manager in strengthening CORWADO's financial integrity, accountability, and compliance. The role ensures robust financial systems, strict adherence to donor regulations, accurate financial reporting, and effective internal controls across all projects. This includes verifying transactions, supporting budget monitoring, ensuring proper documentation, strengthening procurement compliance, and facilitating both internal and external audits.

The Officer also promotes a culture of transparency and ethical financial practice by working closely with programme, operations, and field teams to enforce organizational policies and donor requirements. The role contributes to risk management by identifying gaps, supporting corrective actions, and ensuring timely implementation of audit recommendations. Overall, the position is essential to maintaining high standards of financial stewardship and supporting the successful delivery of CORWADO's programmes for women, youth, and rural communities.

Key Responsibilities:

CONSORTIUM OF RURAL WOMEN FOR AGRIBUSINESS DEVELOPMENT ORGANIZATION (CORWADO)

Munuki Block "B" Mia Saba (107) Road

Opposite Leaf Energy Petrol Station

Tel: +211925090099

Email: info@corwado.org

Juba - South Sudan www.corwado.org



Financial Management and Reporting:

- Prepare, record, and maintain accurate and up-to-date financial records in line with CORWADO's financial policies, donor regulations, and internationally accepted accounting standards, ensuring completeness, accuracy, and audit readiness.
- Support the preparation and consolidation of monthly, quarterly, and annual financial reports, ensuring timely submission, proper variance analysis, and consistency with programme activities, procurement plans, and approved budgets.
- Assist in the development, review, and monitoring of project budgets, ensuring expenditures remain within approved limits, identifying variances early, and advising management on budget performance and corrective measures.
- Ensure proper coding, classification, and posting of all financial transactions in the accounting system, maintaining accuracy across cost centers, project codes, budget lines, and donor reporting categories.
- Maintain updated cashbooks and perform regular reconciliations of bank accounts, petty cash, and mobile money platforms, ensuring discrepancies are promptly identified, investigated, and resolved.
- Monitor staff and partner advances, ensuring timely retirement, accurate documentation, and full compliance with CORWADO's advance management procedures; follow up on overdue advances and escalate as necessary.
- Support the verification and review of supporting documents, ensuring authenticity, completeness, compliance with procurement processes, and proper archiving in line with organizational standards.
- Ensure financial documents and reports are properly filed and stored, both physically and digitally, maintaining confidentiality and accessibility for internal use and external audits.

Compliance and Internal Controls:

- Ensure full adherence to CORWADO's financial policies, donor regulations, procurement guidelines, and internal control procedures, promoting a culture of compliance and financial discipline across all departments and field offices.
- Conduct regular compliance checks and spot audits on procurement processes, payment vouchers, supporting documentation, staff advances, inventory records, and financial transactions to verify completeness, accuracy, and conformity with grant requirements.
- Support internal and external audit processes, including preparing audit schedules, compiling supporting documentation, responding to audit queries, and ensuring timely implementation of all audit recommendations to strengthen overall financial governance.
- Identify, document, and escalate compliance risks, including financial irregularities, weak controls, documentation gaps, budget deviations, or procurement non-compliance, and propose appropriate mitigation and corrective measures.
- Monitor compliance of partners, implementing teams, and field offices with grant agreements, sub-award conditions, donor regulations, and CORWADO's financial and operational policies, providing support and follow-up where needed.
- Contribute to continuous improvement of internal control systems, recommending updates to procedures, tools, and practices to minimize risks and enhance accountability.

Procurement and Asset Management:

- Review purchase requisitions, quotations, bid analyses, and payment requests to ensure full compliance with CORWADO's procurement policies, donor regulations, and approved thresholds before processing.
- Verify procurement documentation for accuracy and completeness, ensuring proper competitive processes, supplier eligibility, ethical standards, and alignment with procurement plans.
- Maintain and regularly update the fixed asset register, ensuring all assets are tagged, recorded, and tracked in accordance with organizational procedures.



Consortium of
Rural women for
Agribusiness
Development
Organization
(CORWADO)

Consortium of Rural Women for Agribusiness Development Organization (CORWADO)

Head Office: Magwi, Behind Christ the King Catholic Parish, Eastern Equatorial State,
Munuki Block "B", Mia Saba (107) Road,

Opposite Leaf Energy Petrol Station, Juba, South Sudan

Contact Telephone: +211925090099 or WhatsApp +211925090099

Email: info@corwado.org, corwadosouthsudan@gmail.com

- Conduct periodic asset verification exercises in coordination with programme and field teams, ensuring proper usage, maintenance, and safeguarding of organizational property.
- Ensure proper documentation, organization, and secure filing of all procurement, inventory, and payment records both physical and digital to support accountability, audit readiness, and transparent financial management.
- Support disposal processes of assets in line with policy and donor requirements, ensuring accurate recording and authorization.

Capacity Building and Support:

- Provide ongoing training, coaching, and technical assistance to field finance staff and programme teams on financial procedures, donor compliance requirements, proper documentation, procurement rules, and internal controls to ensure consistency and high-quality financial practice across all locations.
- Support partner organizations and sub-awardees in strengthening their financial management systems, including budgeting, reporting, documentation, and accountability processes, to ensure full compliance with grant agreements and donor standards.
- Develop and disseminate financial tools, templates, and guidance materials to enhance staff and partner capacity in accurate reporting, compliance monitoring, and effective internal control implementation.
- Conduct periodic field visits to provide hands-on support, assess capacity gaps, and recommend improvements to financial and administrative processes.

Other Responsibilities:

- Actively participate in team meetings, coordination sessions, donor reviews, and project planning processes, contributing to effective collaboration, information sharing, and decision-making across departments.
- Support additional finance, compliance, or administrative tasks as assigned by the Finance and Administration Manager or senior leadership, ensuring flexibility and responsiveness to organizational needs.

Qualifications and Experience:

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field.
- Professional certification such as CPA, ACCA, or an equivalent qualification is an added advantage.
- Minimum 3–5 years of progressive experience in finance, accounting, compliance, or grants management within an NGO or donor-funded project.
- Strong understanding of donor financial regulations, including those of USAID, EU, UN agencies, or other major institutional donors.
- Hands-on experience with accounting software such as QuickBooks, Sage, or other ERP-based systems.
- Proven ability in financial reporting, budget monitoring, variance analysis, and internal control systems.
- Strong analytical and problem-solving skills, with the ability to identify gaps and recommend practical solutions.
- Excellent communication and interpersonal skills, with the ability to work effectively in multicultural and multidisciplinary teams.
- Demonstrated high integrity, professionalism, attention to detail, and commitment to accountability and transparency.
- Ability to manage multiple tasks, work under pressure, and meet tight reporting deadlines.

Key Competencies and skills:

Strong financial management skills, with the ability to interpret financial data, monitor budgets, and ensure compliance.

CONSORTIUM OF RURAL WOMEN FOR AGRIBUSINESS DEVELOPMENT ORGANIZATION (CORWADO)

Munuki Block "B" Mia Saba (107) Road

Opposite Leaf Energy Petrol Station

Tel: +211925090099

Email: info@corwado.org

Juba - South Sudan www.corwado.org



Consortium of
Rural women for
Agribusiness
Development
Organization
(CORWADO)

Consortium of Rural Women for Agribusiness Development Organization (CORWADO)

Head Office: Magwi, Behind Christ the King Catholic Parish, Eastern Equatorial State,

Munuki Block "B", Mia Saba (107) Road,

Opposite Leaf Energy Petrol Station, Juba, South Sudan

Contact Telephone: +211925090099 or WhatsApp +211925090099

Email: info@corwado.org, corwadosouthsudan@gmail.com

- Excellent understanding of internal controls, donor compliance, and risk management principles.
- Proficiency in accounting systems (QuickBooks, Sage, or other ERP platforms) and strong MS Excel skills.
- High attention to detail and accuracy in financial documentation and reporting.
- Strong analytical and problem-solving abilities, with the capacity to identify gaps and propose practical solutions.
- Good communication and interpersonal skills, with the ability to collaborate effectively with staff, partners, and auditors.
- Ability to work independently and as part of a team, managing multiple priorities and meeting tight deadlines.
- Strong organizational and time management skills, with the ability to maintain clear and orderly financial records.
- Commitment to integrity, transparency, and accountability, upholding organizational and donor standards.
- Adaptability and flexibility, especially in fast-paced or changing environments.

HOW TO APPLY

Submit your application via email to: recruitment@corwado.org. Please clearly indicate the position and the vacancy reference number, along with your full name, in the subject line of the email. (Example: Finance and Compliance Officer - WBeG-F&CO-002-2025 -Your Name).

Applicants may also submit hard-copy applications (Application Letter, CV, and copies of academic/professional certificates) in a sealed envelope clearly marked with the position title and vacancy reference number on the top left corner of the envelope.

Deliver to:

Human Resource/Recruitment Department

Consortium of Rural Women for Agribusiness Development Organization (CORWADO) South Sudan

Munuki, Block "B", Mia-Saba (107) Road

Opposite Leaf Energy Petrol Station.

For directions or inquiries, please call: +211(0) 923085544.

Due to the urgency of this position, applications will be reviewed on a rolling basis and the vacancy may be filled before the closing date. Candidates are strongly encouraged to apply as early as possible. Due to the urgency of this position, applications will be reviewed on a rolling basis, and the vacancy may be filled before the closing date. Candidates are strongly encouraged to apply early.

Safeguarding and Pre-Employment Checks:

All employment offers are contingent upon satisfactory reference checks and completion of required background screenings, which may include criminal record checks and terrorism financing vetting. CORWADO is a participating member of the Inter-Agency Misconduct Disclosure Scheme (MDS). In accordance with this scheme we will request information from an applicant's previous employers regarding any findings of sexual exploitation, sexual abuse, or sexual harassment (SEAH), as well as any ongoing investigations related to such misconduct at the time the applicant left their role. By submitting an application, candidates acknowledge and consent to these recruitment procedures and the sharing of relevant information for safeguarding purposes.



CONSORTIUM OF RURAL WOMEN FOR AGRIBUSINESS DEVELOPMENT ORGANIZATION (CORWADO)

Munuki Block "B" Mia Saba (107) Road

Opposite Leaf Energy Petrol Station

Tel: +211925090099

Email: info@corwado.org

Juba - South Sudan www.corwado.org