



PO Box 144, Juba
South Sudan

executivedirector@solidaritysouthsudan.org



Date: 3/17/2026

Solidarity with South Sudan (SwSS) is a Catholic Institution which operates in collaboration with the South Sudan Catholic Bishops since 2008. Presently it manages the Catholic Health Training Institute (CHTI) in Wau, the Solidarity Teacher Training College (STTC) in Yambio, the Sustainable Agriculture Programme in Riimenze and the Good Shepherd Pastoral Centre (GSPC) in Kit, Juba. Lastly, it has an administration office in Juba.

Job Title	Assistant Finance Officer
Position Duration	Temporary (6 Months)
Reports to	Finance Manager
Duty Location	Juba
Open to	Preference for South Sudanese citizens
Terms of Employment	As stipulated in Human Resource Manual of Solidarity with South Sudan
Opening Date	17th March, 2026
Closing Date	3rd April, 2026
1. Job Purpose	To ensure accurate, timely, and compliant recording of all financial transactions in QuickBooks , maintain proper reconciliations, support internal controls, and uphold the integrity of the organization's accounting system. QuickBooks is the official accounting system of record. All financial data must ultimately reside and be verified within the system.
2. Key Responsibilities	A. QuickBooks Accounting & Data Management <ol style="list-style-type: none"> 1. Accurately record all approved financial transactions into QuickBooks on a daily basis. 2. Ensure correct coding of expenses to the appropriate project, donor, budget line, and chart of accounts. 3. Maintain updated and accurate vendor, donor, and project records in QuickBooks.

	<p>4. Generate monthly trial balances, general ledger reports, donor expenditure reports, and other system-generated financial reports.</p> <p>5. Ensure that no transaction remains recorded only in Excel or manual records; all entries must be captured in QuickBooks.</p>
	<p>B. First Entry & Source Documentation Control</p> <p>6. Field Offices / Projects:</p> <ul style="list-style-type: none"> ○ Project Managers prepare initial expense summaries or Excel-based cashbooks. ○ The Finance Assistant reviews these for mathematical accuracy, completeness, and supporting documentation before posting to QuickBooks. <p>7. Juba Office:</p> <ul style="list-style-type: none"> ○ The Finance Assistant receives the excel financials and enters them into Quick books for the respective field offices. ○ Ensure full and timely transfer of all/as per delegated by the supervisor Excel financial entries into QuickBooks. <p>8. Verify that all transactions are supported by properly approved vouchers, receipts, invoices, and authorization forms before posting.</p>
	<p>C. Bank & Cash Management</p> <p>9. Record all bank transactions (deposits, transfers, bank charges, exchange gains/losses) directly in QuickBooks.</p> <p>10. Perform monthly bank reconciliations within QuickBooks and investigate any discrepancies.</p> <p>11. Ensure cash transactions are accurately recorded in QuickBooks.</p> <p>12. Cash Count & Reconciliation:</p> <ul style="list-style-type: none"> ○ The designated Cashier conducts the physical monthly cash count. ○ The Finance Assistant participates in or reviews the count.



	<ul style="list-style-type: none"> ○ Reconcile physical cash balances to QuickBooks cash ledger. ○ Immediately report discrepancies to the Finance Manager <p>D. Financial Reporting & Budget Monitoring</p> <p>13. Assist in preparation of monthly, quarterly, and annual financial reports.</p> <p>14. Monitor budget utilization and flag potential over- or under-expenditure.</p> <p>15. Support preparation of donor financial reports using QuickBooks data.</p> <p>16. Maintain up-to-date project balances and donor fund tracking schedules.</p> <p>E. Internal Controls & Compliance</p> <p>17. Ensure compliance with organizational financial policies and donor regulations.</p> <p>18. Maintain proper sequential filing of financial documents (physical and electronic).</p> <p>19. Safeguard accounting data integrity within QuickBooks.</p> <p>20. Support internal and external audits by providing system reports and reconciliations.</p> <p>21. Maintain confidentiality of financial and payroll information.</p> <p>F. Other Responsibilities</p> <p>22. Assist in payroll preparation and posting payroll journals into QuickBooks.</p> <p>23. Support procurement documentation review from a financial compliance perspective.</p> <p>24. Provide financial data when required by management for decision-making.</p> <p>25. Perform any other finance-related duties as assigned by the Finance Manager, consistent with the role.</p>
<p>3. Competency Requirements</p>	<p>A. Technical Competencies (Mandatory)</p> <ul style="list-style-type: none"> ○ Advanced proficiency in QuickBooks ONLINE (Multi Currency) (minimum 2–3 years practical experience). ○ Strong understanding of double-entry bookkeeping principles.



	<ul style="list-style-type: none"> ○ Proven ability to perform bank and cash reconciliations independently. ○ Experience in donor-funded project accounting. ○ Strong Excel skills (pivot tables, reconciliations, financial summaries). ○ Ability to generate and interpret financial reports from accounting systems. <p>B. Professional Competencies</p> <ul style="list-style-type: none"> ○ High level of accuracy and attention to detail. ○ Strong analytical and problem-solving skills. ○ Ability to work independently with minimal supervision. ○ Strong time management and ability to meet reporting deadlines. ○ High level of integrity and ethical conduct. ○ Ability to maintain confidentiality. <p>C. Educational Qualifications</p> <ul style="list-style-type: none"> ○ Bachelor's Degree in Accounting, Finance, or related field. ○ CPA (Part II or above) or equivalent professional qualification is Mandatory <p>D. Experience Requirements</p> <ul style="list-style-type: none"> ○ Minimum 3 years' experience in accounting or finance role. ○ Experience working in an NGO or donor-funded environment preferred. ○ Demonstrated hands-on experience using QuickBooks ONLINE (Multi currency) as the primary accounting system.
<p>4. Accountability Framework</p>	<ul style="list-style-type: none"> ○ QuickBooks is the official accounting record of the organization. ○ Excel financials is a supporting tool only. ○ Physical cash accountability remains with the Cashier. ○ System reconciliation responsibility rests with the Finance Assistant under supervision of the Finance Manager.



5. Submit

- Hard/softcopy application;
- Personal biodata with contact details;
- Proof of Educational qualifications;
- Proof of nationality ID
- Two work related references with their contact numbers;
- **Please send applications to:** Solidarity with South Sudan Quality Assurance Manager, at Solidarity with South Sudan Palica Street, Hai Jerusalem, Juba Office during working days or Email to qualityam@solidarityssudan.org. Applications submitted after the deadline shall not be accepted.
- **Note:** Solidarity is an equal opportunity employer where recruitment is based on merit regardless of gender, class, tribe, religion and or political affiliation.
- **Female candidates are strongly encouraged to apply.**
- Only short-listed candidates will be contacted for interviews.

Solidarity recognizes the personal dignity and rights of minors and vulnerable adults towards whom it has a special responsibility and duty of care and respect. To create a safe environment for minors and vulnerable adults and to prevent their physical, sexual or emotional abuse.

