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VOLUNTEER/INTERNSHIP ANNOUNCEMENT

Position: Human Resources Officer -1

Location: Juba

Reports to: Programs Director.

Start Date: ASAP.

About Women and Girls' Initiative (WGI)

We are a humanitarian women-led organization dedicated to fighting poverty and injustice through alleviating human suffering, legally registered on the 18th day of September 2023 by the RRC-Republic of South Sudan. It has been born of the contextual truth that women and children especially girls are more affected during times of disasters (man-made and natural) given their level of vulnerability to these shocks. We place special focus on working alongside poor women and girls because, equipped with the proper resources, women have the power to help whole families and entire communities escape poverty. Women are at the heart of WGI's community-based efforts to improve skills development, advocate for their rights, including the denouncement of all forms of discrimination including Gender-Based Violence (GBV), child rights abuse, Sexual Exploitation and Abuse (SEA), prevent the spread of diseases including STIs, and increase access to clean water, sanitation and Hygiene, provision of menstrual health, expand economic opportunity and protect natural resources. WGI also delivers emergency aid to survivors of conflict and natural disasters, and helps people rebuild their lives.

Position Summary

The **Human Resources Officer** is responsible for managing every aspect of employment process, including orientation and training and development of new staff members, Compensation and employee benefits and workplace safety.

He/she will also be responsible for supporting in payroll management among other duties.

Women and Girls' Initiative (WGI) is looking for a dynamic person to fill a **volunteer position Finance Officer (Man or Woman)** to be based in Juba, with some travels to field locations.



MAIN ROLES AND RESPONSIBILITIES;

- Providing insights on the financial health of the organization
- Ensuring the Organization meets all its statutory and compliance obligations, including statutory accounting and tax issues
- Keep track of market trends
- Looking for cost reduction opportunities
- Liaising with accounting teams
- Monitoring cash flows
- Providing back office services such as accounts payable, collection and payroll
- Managing and coordinating monthly reporting, budgeting and reforecast processes
- Meeting with departments heads
- Perform account reconciliation activities
- Financial reporting according to donor(s) requirement(s) related to budgets, account payables, accounts receivables, expenses and so on
- Review annual budgets and recommend any changes if needed
- Develop standard accounting procedures to improve financial operations efficiency
- Participate in performance evaluation of finance staff and conduct counselling sessions to identify skill development needs
- Hire and train new employees on financial operations
- Ensure that financial reports are prepared and delivered on time
- Monitor and manage all expense within the allotted budget
- Perform financial analysis, reporting and management activities
- Oversee the overall corporate budget preparation, management and monitoring processes
- Resolve payment questions for external contractors,
- Fully participates in financial spot checks and audits



KNOWLEDGE, SKILLS, ABILITIES AND EXPERIENCE REQUIRED;

- IT Skills, including the ability to use software packages such as Quick-books, related to finance and accounting to produce financial reports and financial audits and keep track of financial transactions
- Must have a Bachelor degree in finance and accounting , or Diploma with previous experience for about 1-3 years
- Verbal communication skills, interpersonal skills, and negotiation skills to settle disputes between different parties involved in transactions
- Analytical skills to investigate potential discrepancies in financial records and understand the direction of the organization financial health
- Attention to details to ensure compliance with legal obligations and financial regulations
- Ability to work under pressure
- Problem solving skills to resolve any hurdles that may occur while managing budgets and executing financial reporting
- Expertise in analyzing data using statistical software
- Strong training and facilitation skills



APPLICATION & DEADLINE FOR SUBMISSION;

At Women and Girls' Initiative (WGI), we are an equal opportunity employer committed to building a diverse and inclusive team, we encourage applications from people of all religions, tribes, gender, persons with disabilities (special needs).

Please send your applications, Curriculum Vitae (C.V), Copies of academic and training certificates and a cover Letter addressed to the: **Human Resource-WGI, Juba office at Africa Zeal University Premises, Munuki Block (A-V), Plot # 249 Opposite, New Jerusalem Clinic, Adjacent to Moderna Restaurant, or call 0921119032/0921367495 or email: wgirlsinitiative@gmail.com not later than the 12th day of December 2023 before COB (5:30 PM CAT)**

