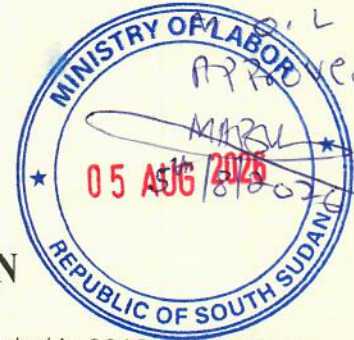




AMALNA (AMSS) SOUTH SUDAN

Organization Description: Amalna South Sudan is a national NGO founded in 2016 with a mission to expand access to information, strengthen citizen participation, and support accountable governance. The organization works to ensure that people in South Sudan can equitably enjoy their well-being through inclusive and democratic processes. Amalna focuses on key areas including climate change, governance, media development, peacebuilding, and economic empowerment. Team members collaborate with communities, civil society, and institutions to promote a more peaceful, transparent, and resilient society. The organization offers a professional environment for individuals committed to social impact and sustainable development in South Sudan.

Position Title: Finance Officer

Reports to: Executive Director

Working Hours: 8:00 am – 5:00 p.m., Monday to Friday

Duty Station: Juba

Posted day 05/August/2026

Salary: Net Pay of \$ 550

Position Overview: The Finance Officer is a full-time, on-site role based in Juba, responsible for supporting the financial management and integrity of Amalna South Sudan's operations. The role includes preparing and reviewing financial statements, managing daily bookkeeping tasks, and maintaining accurate financial records in line with organizational policies and donor requirements. The Finance Officer will assist with budget preparation and monitoring, ensure timely financial reporting, and support internal controls and compliance with relevant regulations. Day-to-day activities also involve processing payments, reconciling bank and cash accounts, monitoring expenditures against budgets, and supporting audits and financial reviews. The Finance Officer will collaborate closely with program and operations teams to provide financial analysis, respond to information requests, and contribute to efficient, transparent use of resources.

Key Responsibilities

- Maintain accurate financial records, including preparation of paper cash books and daily updates in QuickBooks.
- Process all payments, including staff salaries, supplier invoices, internet subscriptions, taxes, social insurance, travel advances, and operational costs.
- Conduct bank transactions (withdrawals, deposits, bank reconciliations) and maintain a secure archive of monthly bank statements.
- Ensure compliance with internal financial policies, donor regulations, and statutory requirements.
- Administer payroll, including tracking salary advances, leave balances, and deductions for unpaid leave.
- Maintain a log of all current service provider contracts, with support from the Administrative Officer.



- Prepare monthly internal financial reports for management review and assist in budget preparation and monitoring.
- Provide regular financial briefings to the Executive Director, Program Manager, and other relevant officers on expenditure levels, budgets, cash flows, and internal controls.
- Prepare periodic financial reports for donors, ensuring compliance with reporting requirements.
- Conduct procurement activities, including price comparisons and purchasing consumables for projects, while ensuring cost-effectiveness and adherence to organizational policies.
- Maintain a proper inventory of financial and administrative records.
- Train staff on financial policies, budgeting, financial accountability, and compliance requirements.
- Provide technical support to program teams on financial management and donor compliance.
- Work closely with auditors and legal advisors on financial compliance matters, ensuring strong internal controls to mitigate financial risks.
- Identify potential financial risks and propose mitigation strategies.
- Attend ad hoc meetings on safety, emergency response, and financial management issues.
- Facilitate emergency financial transactions, including urgent medical costs and crisis-related disbursements.
- Perform any other duties as assigned by the supervisor to support the effective financial management of the organization.

Required skills & Qualifications

- Minimum 3 years of practical experience in finance, HR and administration.
- Bachelor's degree from a recognised university in Finance, Accounting, Administration or related field; professional certification (e.g., CPA or equivalent) is an advantage.
- Experience in the use of on line QuickBooks accounting software is desirable.
- Experience working with NGOs (NNGO/INGOs) or donor-funded projects, familiarity with financial compliance requirements, and the ability to work collaboratively in a diverse team environment.
- Strong organizational and time-management skills, with the ability to meet deadlines and handle multiple priorities in a fast-paced setting.
- Candidates should possess strong finance and analytical skills, including experience in budgeting, financial analysis, and basic accounting principles.
- Candidates should possess skills in preparing and interpreting financial statements and financial reporting for management and donors.
- Candidates should possess effective communication skills, including the ability to present financial information clearly to non-finance colleagues and stakeholders.
- Candidates should possess proficiency with financial software and spreadsheets, and strong attention to detail and accuracy.

HOW TO APPLY: Candidates who qualify and are interested can apply and attach their Motivation Letter, CV, and national ID no later than August 24th, 2026, by 5:00 PM through **hr@amalna-ss.org** copy **info@amalna-ss.org** or hand delivery to AMALNA Office Plot No.49 Block A 111-Hai Munuki 3rd Class Residential Area, Bilpham Road Juba, Republic of South Sudan



Open to South Sudanese Nationals only

NB FEMALE APPLICANTS ARE STRONGLY ENCOURAGED TO APPLY

