



Job title: Senior Finance Officer – Partnerships

Location: Juba, South Sudan

Reports to: Project Controller & Finance Manager

Supervision in Country: Country Manager South Sudan

Peace Movement Netherlands Foundation (PAX) is the largest peace organization in the Netherlands. For the past 75 years, we have been working with local partners in conflict areas worldwide to protect civilians Against violence of war, towards ending armed conflict and building inclusive peace In Africa, PAX is active in South Sudan, Sudan, the Democratic Republic of Congo (DRC), and in the Sahel region. PAX programme intervention by then in Sudan started in 1994, working closely with the churches, community-based organizations, civil society and activists. If you also believe that everyone has the right to a dignified life in a peaceful society, come work with us!

A **Senior Finance Officer (Partnership and Compliance)** in PAX- South Sudan will ensures partner organizations adhere to strict donor regulations. The role focuses on financial monitoring, building partner capacity, enforcing internal controls, and mitigating risks within the challenging humanitarian operating environment.

Roles and Responsibilities

A. Financial Administration Systems

- Execute all daily financial management tasks of the South Sudan office (payments, cash management, bank transactions, reconciliation).
- Maintain complete and accurate financial records following PAX policies, local legislation, and donor requirements.
- Support the Country general financial administration as and when the need arises i.e. provide monthly reports to HQ among other tasks
- Upload and code or send all financial documentation correctly in HQ systems such as Inventive, Declaree and other required systems, ensuring transparency and auditability.
- Ensure the South Sudan office fully complies with financial controls, anti-fraud policies, and internal standards.
- Support the introduction and integration of new finance tools from HQ.
- Support Project controller in compiling of consolidated project reports in compliance with donor rules

B. Budgeting & Financial Reporting

- Support annual office budgeting and project budget development and monitoring with program team and HQ finance.
- Assist partners in developing grant budgets, track Budget vs. Actual (BVA), review and align partners' budget to overall master budgets and provide insight on variance analysis to senior management.
- Monitor expenditures, report variances, and provide monthly financial updates to the Country Manager, Project team and HQ Finance.



- Prepare supporting documentation for donor financial reports and audit packages.
- Contribute to annual financial statements and closure processes.
- Ensure timely reporting of partners as per the schedules through regular monitoring
- Review periodic Partner reports in line with provisions in the contract
- Complete Partners reporting checklists to be submitted to Project Control

C. Partners financial support, Contract management & Capacity Strengthening

- Serve as the main financial liaison for local partners, providing guidance on donor rules and PAX financial procedures.
- Review partner financial reports and supporting documents to ensure accuracy, auditability, and compliance.
- Identification of partners' areas of capacity enhancement and provide solutions
- Design and deliver financial training, mentorship, and technical support to local partners to strengthen and promote strong financial systems.
- Support overall Finance Office administration by ensuring that Partners are compliant with their contracts and statutory provisions.
- Support Partners in utilizing relevant reporting templates
- Co-ordinate timely finalization of Partner contracts in line with the financial year
- Partner Financial Assessments: Conduct due diligence and capacity assessments on potential local partners before grants are awarded.

D. Compliance, Internal Controls & Audit Readiness

- Ensure financial operations comply with South Sudan laws (including tax, payroll, social security, and statutory reporting).
- Maintain proper digital and physical archiving in line with PAX and donor requirements.
- Support internal and external audits, prepare audit files, and follow up on recommendations
- Ensure all office expenditures follow PAX procurement and control procedures.
- Conduct field visits to Partners Offices
- Co-ordinate IPs audits in line with PAX Audit protocol and ensure the audit reports are delivered on time
- Review financial reports, transaction lists, and support documentation submitted by partners before processing liquidations and disbursements.
- Ensure all partner expenditures strictly align with organizational policies and specific donor requirements.

E. Coordination & Communication

- Act as the bridge between the South Sudan office and HQ Finance.
- Participate in coordination calls with HQ and proactively communicate financial status, bottlenecks, and process improvements.
- Brief the Country Manager, program staff and HQ Finance on financial procedures, audits, and compliance requirements.
- Point of contact for Implementing partners' queries





- In collaboration with Project control, Provide Quarterly updates to the team
- Bridge the gap between Project control and Implementing partners in terms of communication

F. Qualifications & Requirements

- Education: At least a bachelor's degree or master's in finance, Accounting, Business Administration, or a related field.
- A partial or full professional accounting qualification (CPA, ACCA, or CIMA) is a distinct advantage.
- Experience: Minimum of 3–5 years of progressive experience in financial management, ideally with International Non-Governmental Organizations (INGOs) in South Sudan.
- Compliance Expertise: Strong, demonstrated knowledge of major institutional donor rules, regulations, and compliance requirements.
- Partner Management: Proven ability to work collaboratively with local civil society organizations (CSOs) and build their operational capacity.
- Facilitate donor and statutory audits, maintain clear audit trails, and support the implementation of anti-fraud and safeguarding policies.
- Technical Skills: Advanced Microsoft Excel proficiency and experience using major ERP systems or accounting software (e.g., online QuickBooks, sage pastel accounting)
- Soft Skills: Exceptional cross-cultural communication, conflict resolution, and reporting skills
- Basic Spoken Arabic
- Ability to multitask and work under tight deadlines
- Good grasp of the working context in field locations

G. Key Performance Indicators (KPIs)

- 100% compliance with donor guidelines and zero questioned costs during audits.
- Timely turnaround (e.g., within 5 to 7 days) of partner financial report reviews and fund liquidations.
- Zero instances of unmitigated financial risk or fraud across the partnership portfolio.
- Measurable improvement in the financial management capacity of supported local partners, verified through periodic follow-up

The Position Works with;

- Project control
- Project Officers, Project Leads, Finance
- Implementing Partners

Procedure and information

For further information you can contact administration on jubaadmin@paxforpeace.nl





Interested candidates matching the profile and requirements are requested to send their CV and a motivation letter south-sudan-application@paxforpeace.nl

Closing date for reactions to this vacancy announcement is **12th November 2026**.

Only selected applicants will receive response on their application.

Interviews will be as soon as possible after the closing date.

PAX is an equal opportunity employer and encourages everyone with skills, passion and courage to participate. We invite applicants from all backgrounds, also with special needs, to apply for this position.

