



## Job Advert: Finance Officer (SSHF-Health-TWIC Project)

Approved  
20 OCT 2022

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| Position              | Finance Officer                            |
| Location/Duty station | Juba-South Sudan with Frequent Field Visit |
| Reports to:           | Finance Manager                            |
| Advertising Date      | 20/10/2022                                 |
| Closing Date          | 04/11/2022                                 |

### Background

Universal Network for Knowledge & Empowerment Agency (UNKEA) is a national organization Operating in South Sudan since founded in 2002, was found by a group of concern men & Women of Upper Nile State, to respond to dire social, economic, livelihoods, Health condition, experienced by the South Sudanese Citizenry. UNKEA initially purpose was designed strategies and interventions to fight the deadly Kalaazar disease which is highly prevented in Upper Nile State with time, UNKEA mandate has expanded to include other intervention such as provision Primary Health Care, Nutrition, Food Security & livelihoods, Water & Sanitation, Education, Social development of youth and women; Economic development, Access to justice & Peace Building. UNKEA implementing her projects in Upper Nile, Warrap, Jonglei and Eastern Equatoria States

### Job Summary

The finance Officer has the expertise to review data and reports to be able to give accurate financial forecast.

Their other roles might involve budgeting and tracking the current financial progress against their forecasts to ascertain the organization progress according to schedule. They also often make adjustments to the financial forecast which the variance or changes reported to senior management or the relevant stakeholders, and perform any other tasks assigned by their organization. Finance Officers perform various functions in a organization in their quest to provide accurate forecast of financial performance for the organization.

### The major tasks, duties, and responsibilities

- Perform daily general ledger accounting, financial reporting, and analysis
- Review and investigate the organization's accounting transactions to improve data accuracy
- Create financial policies that align with the goals of the organization
- Develop financial models and cost projections



- Collaborate with the senior management team or the head of finance on achieving organization's long-term financial planning objective
- Conduct an in-depth research of historical financial data; analyze and report organization's current financial status
- Study investment options and present SWOT of the investments
- Compare actual results with forecasted to analyze and identify areas of strengths and weaknesses
- Review, track, and analyze invoices and manage procurements according to the standard of the organization
- Forecast monthly, quarterly, biannual or annual budget and provide analytical review, feedback, and recommendation to executive management
- Run balance sheet account reconciliations, contract accounting and reporting, account analysis, accrual calculations, and any other related accounting or financial documents or schedules
- Prepared financial report to donor on provided template and share with head of finance and head of department for review
- Train and mentor junior analyst and other staff on best financial practices
- Maintain confidentiality of financial information, organization decisions, or any other tasks assigned by the organization.

### **Requirements – Skills, Abilities, and Knowledge**

- At least two to five years' experience as a Finance Officer, financial analyst, or in a similar position
- Strong research and analysis skills
- College degree in finance, business, economics, or accounting, or any management related degree. Postgraduate degree in a business related field or an MBA is desired
- Excellent communication skills – effective communication both written and oral
- Excellent presentation skills – the ability to understand and interpret complex data easily to all necessary stakeholders
- Expertise and confidentiality in handling financial database, finance, and statistical software
- Ability to learn new concepts and tasks quickly, work under pressure, and meet deadline requirements in a fast-paced, dynamic environment
- Ability to work well independently and better in a team
- Possess strong attention to details, effective multi-tasking, and swift strategic thinking skills
- Knowledge of IFRS and other related accounting law or standards
- Good organizational and recordkeeping abilities
- Ability to effectively mentor and evaluate team members



- High proficiency with the use of MS office, especially Excel and Power-Point
- Possession of any of CFA, CPA, CMA, ACCA, ACA certification is an added advantage
- The hiring process for this position mostly requires taking certain [pre-employment assessment tests](#).

### How to Apply

- Please drop your CV hard copy application documents to UNKEA Office in Juba or by email to: [jobs@unkea.org](mailto:jobs@unkea.org)
- All qualified candidates are encouraged to apply.
- Thank you for your interest to work with-UNKEA, however only shortlisted candidates will be contacted for interviews.
- Applications received after the deadline will not be considered.

**NOTE:** Due to the urgency to fill up this position, CVs will be reviewed on a rolling basis and this position might be filled before the deadline. So please apply ASAP

