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SOUTH SUDAN

VACANCY ANNOUNCEMENT



Finance Assistant - (Open to South Sudanese Nationals only)	
Location :	Juba, SOUTH SUDAN
Application Deadline	19-MARCH-2026 (05:00 PM Central African time)
Type of Contract :	Regular
Post Level :	National Position
Languages Required:	English
Starting Date :	01-April-2026
Duration of Contract :	6 months (With possibility of renewal subject to satisfactory performance and donor funding)

Background

Child Relief and Support Organization (CRSO) is an independent, non-profit and non-governmental organization in South Sudan dedicated to protecting children's rights and supporting families. We believe everyone deserves dignity, their basic needs met and the freedom to control their lives. With support of our stakeholders, we aim for a world where families thrive. We work closely with communities, fostering trust and understanding, to create sustainable change. Our vision is for every child and family to feel safe, healthy, and empowered to reach their full potential.

Purpose of the Role

Child Relief and Support Organization South Sudan program is highly dependent on grant funding, much of which is for emergency response projects. The incumbent will support the Senior Country Accountant in providing timely and reliable financial reporting and analysis that leads to effective decision making. The key purpose of the post is to ensure that a sound accounting, financial management, internal control systems and procedures are in place for the smooth running of Child Relief and Support Organization's grants finance portfolio in South Sudan.

The post holder reports to the Senior Country Accountant and is responsible for staff advance management, vendor accounts management, field operational cash management, accurate transactions processing, financial reporting and analysis and internal financial controls enhancement.

Roles and Responsibilities

Managing vender accounts



- Preparation of payment requests, process cheques/ transfers to suppliers and staff
- Ensure PIT and Withholding Taxes are paid timely before 15th of every Month.
- Ensure Petty Cash is updated on a Daily Basis and Cash Count Submitted to the Supervisor every Friday for Signatures.
- Reconcile operational cash advances to the Field Offices and review liquidation
- Record keeping - Filing of all finance documents and maintain a retrievable document filing system

Cash and Budgetary control

- Assist in the Annual budget formulation process and budget monitoring
- Ensure that all payments effected have adequately funded budget lines and are properly approved by CRSO Managers with delegated authority

Internal Financial Controls & Compliance

- Ensure that all payments, staff and operational cash advances operate in line with approved CRSO policies and procedures.
- Share good experience/practice among the team.
- Ensure that all transactions are in line with the country tax laws - complete and submit tax returns to the requisite authorities before due dates
- Continuous monitoring of internal control processes and procedures. Ensure adherence to financial controls, processes and procedures.
- Responding timeously on audit requests and queries and follow up on finance-related audit actions.
- Identify and timeously report all risks through the CRSO risk management process and implement controls
- Promote and abide by CRSO policies and procedures including but not limited to" Gender equality mainstreaming, Child Protection Policy, Code of Conduct and the related mandatory reporting responsibilities.

Competencies

Corporate Competencies:

- Demonstrate high moral integrity by modeling CRSO's values and ethical standards.
- Display cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional competencies:

Project Management and learning

- Share knowledge and experience.



- Demonstrate a good understanding of project management knowledge including administration and logistics support.

Safeguarding Children and Young People (Safeguarding), Gender Equality, and Inclusion Commitment

- Commit and contribute to an environment where children and adult program participants feel respected, supported, safe and protected;
- Never act or behave in a manner that results in violence including SEA against a child, young person or adult or places them at risk of such violence;
- Be aware of and adhere to the provisions of the Safeguarding Policy, PSEA Policy and code of conduct of Child Relief and Support Organization;
- Report and respond to safeguarding and SEA concerns and breaches in line with the applicable procedures of Child Relief and Support Organization;

Dealing with Problems/Risks

- Facilitating cordial relationships with and among various stakeholders from a variety of backgrounds.
- Patience in dealing with difficult people.
- Handling conflicting priorities and ad-hoc requests from various stakeholders in the best interest of the Organisation.
- Given the wide scope of responsibility and limited resources, it is essential that the post holder is able to effectively manage a variety of tasks and clearly identify priorities.

Leadership and Self-Management

- Positive, constructive attitude;
- Strong oral and written communication skills;
- Exhibit openness to change and ability to manage complexities;
- Ability to work and act under pressure with tight deadlines and with discretion in politically sensitive environment with a minimum of comfort;
- Ready to work independently;
- Respond positively to critical feedback and differing points of view;
- Solicit feedback from staff about the impact of his/her own behavior.

Required Skills and Experience

Education:

- Minimum of bachelor's degree in management, accounting, administration, or human resource management from a recognized institution of higher learning.

Experience:



- At least 2-3 years of progressive work experience in administration and finance and logistics management;
- Proven ability to work with multiple partners such as the Government, NGOs, local government, UN agencies, etc.;
- Knowledge of project planning, project finance and project management procedures that CRSO follows will be a strong asset;
- Excellent financial accounting knowledge/skills including auditing and reporting as well as adequate exposure in administration of project;
- A strong background in logistic management/ book keeping and financial management;
- Good understanding of the socio-economic, cultural and political contexts of South Sudan is preferable.
- Excellent knowledge of computer packages including MS Office, spreadsheets.

Language:

- Proficiency in English both reading and writing is essential.
- Knowledge of Juba Arabic is an added advantage

Application process and procedure:

- Please submit a detailed CV with supportive documents as well as an application letter with an explanation of why you think you would be the best candidate for the position and why you would like to work with CRSO.
- Please ensure you include contact details for three relevant references; one of these should be your current or most recent supervisor.
- Applications must be submitted by **19th March 2026** by email to hmr@crsosouthsudan.org. Please indicate the position you are applying for in the email title. Email applications are **strongly preferred**. If impossible by email, please drop hard copy applications at the Security gate, Hamza Inn, Juba town during office hours.
- Only short-listed candidates will be contacted, by e-mail or by phone.

CRSO is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from marginalized minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

As a child-centered community development organization, CRSO is committed to the well-being of children and supports the Convention of the Rights of the Child. Therefore, CRSO does not tolerate sexual exploitation and abuse and any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.

