



## Women Agency for Resilience and Transformation

Hai-Munuki Residential Area, Plot No 5, BK A, Off Bilpam road Behind Nile Petroleum, Juba-South Sudan Tel:  
+211 918 842 541/+211 921 241 836

E: [info.wartssd@gmail.com](mailto:info.wartssd@gmail.com) W: <https://wart-ssd.org>

### VACANCY ANNOUNCEMENT

**WART/VACANCY NUMBER JUBA/2024/01-FO**

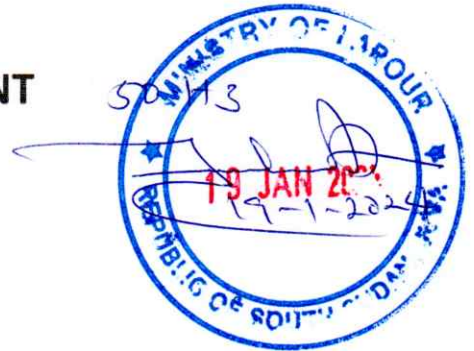
**POSITION TITLE:** Finance OFFICER (1 POST)

**DUTY STATION:** JUBA

**REPORTING TO:** Finance and Admin MANAGER

**Duration:** 6 Months

**STATUS:** FULL TIME



#### COUNTRY PROGRAMME OVERVIEW

**Women Agency for Resilience and Transformation (WART)** is a women-led NNGO non-political, non-profit organization established in **2017** to serve the needs of vulnerable women and girls in South Sudan.

**WART** is dedicated to building women's resilience to shocks and stressors that impact livelihoods, nutrition, health, and development through empowering and building the capacity of women in South Sudan.

**WART** is fully registered with the Relief and Rehabilitation Commission (RRC) under certificate No. **4174** per the 2016 NGO Act of South Sudan.

**WART** implements humanitarian assistance projects in GBV, Health, Nutrition, Food security and livelihood, Education, and WASH in various parts of the country in South Sudan.

**WART** is currently seeking qualified candidates for the position of **Finance Officer**.

#### PURPOSE OF THE POSITION

Working as an important member of a diverse team who is committed to serving the most vulnerable with practical and compassionate care the Finance Officer supports many of the financial activities of WART at both the HQ and Field Office

On a day-to-day basis, the Finance Officer carries out a variety of accounting functions required to ensure the financial needs of WART are met and that all financial transactions are carried out and recorded with integrity and in accordance with donor, WART HQ, and field guidelines.

Approved by  
Rose Abuk  
Executive Director

18/01/2024





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### KEY RESPONSIBILITIES

#### Major Duties and Responsibilities

Carry out the day-to-day accounting functions of the Organization. The activities include, but are not limited to:

- Assisting the Finance Manager in managing WART cash, ensuring sufficient amounts are available at all times and that necessary security measures are in place and are being followed
- Conducting regular Cash and bank reconciliations, verifying amounts held, and reporting any discrepancies
- Resolving any issues arising as a result of the reconciliations
- Monitor outstanding floats, and clear as required.
- Co-ordinate archiving of finance files per WART archiving procedures
- Paying supplier invoices either directly or in conjunction with colleagues and per agreements made
- Assist the Finance Manager in paying staff salaries and allowances at Field Locations as agreed, ensuring that all required statutory deductions are made and subsequently paid to the appropriate authorities
- Supporting colleagues in cash handling and financial transactions, providing coaching and guidance as required
- Assist the Finance Manager in ensuring all financial transactions are carried out under the WART guidelines and procedures and any donor requirements
- Produce accurate monthly accounts within the agreed timeframe, including the compilation and finalization of monthly expense sheets for all cash and bank accounts
- Gather cash need forecast from Budget Holders and Logistics and consolidate it in the monthly cash needs forecast for the field Office Administration and Program implementation, ensuring that money is requested and transferred between locations on time and that daily cash needs are met
- Field Focal point for the WART payroll preparation. Gathers necessary data from Human Resources in the field location and finalizes monthly payroll list and schedule salary and other related payments.
- Prepare for and support internal and external financial audits, providing all information required by local legislation, donors, WART, or other bodies
- Conduct regular internal audits and report immediately any possible fraud or misappropriation of funds







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## Administration

- Ensure a clear and transparent paper trail is adhered to for all financial transactions and that all filing and archiving is in line with WART and donor requirements which follow international accounting standards.

## Communication

- Maintain open and frequent communication with the Finance Manager, concerning all financial issues at the field level
- Ensure colleagues are informed of the required finance procedures, and be available to answer any finance-related questions and provide coaching and guidance as necessary

## Quality Management

- Adhere to all financial internal controls by using and promoting the WART operating procedures, ensuring that all standardized formats are used and guidelines are followed

## Other Delegated Responsibilities

- Maintenance of accurate and timely accounting records for all financial transactions
- Filing and retrieval of accurate supporting documentation for all financial transactions
- Management of cash and, where applicable, bank payments, ensuring the security of all funds
- Any other duties assigned by the Finance Manager

## PERSONAL ATTRIBUTES

The Finance Assistant must possess expert leadership qualities.

Along with this, he or she must be also good in the following things:

- Ability of effectively communication and represent the organization
- Ability to undertake detailed surveys, data collection and researches
- Good reporting skills
- Innovative and motivational skills
- Being thorough and effective
- Knowledge about reporting and budgeting
- Expert analytical and organizational skills
- Expert in time management





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### REQUIRED QUALIFICATIONS

- Diploma in accounting, finance, or business administration.
- CPA or ACCA Part Qualifications
- At least 1 Year relevant work experience
- South Sudanese National
- Programming experience in South Sudan required
- Should be able to work under minimum supervision in hardship areas.
- Should be computer literate with knowledge in Microsoft Word, excel, outlook, and PowerPoint.
- Should be a team player having good communication and interpersonal skills
- Should be fluent in both written and spoken English
- Knowledge of basic Arabic desirable

### HOW TO APPLY

Qualified and interested candidates should send an application letter, CV with at least three referees, and copies of academic documents to [recruitment.wart@gmail.com](mailto:recruitment.wart@gmail.com) no later than 16<sup>th</sup> Feb 2024 at 5.00 pm local time.

This is a national position and only South Sudanese nationals are eligible to apply. The Staff will work under the terms and conditions for this job as discussed and agreed with the selected candidate.

NB: WART retains copies of application papers at the end of the recruitment process and therefore only copies of your academic documents and other testimonials should be submitted. Due to the urgency of the position, applications will be reviewed regularly and the position may be filled before the end of the expiry date of the advert.

Only shortlisted candidates will be contacted

Female candidates are encouraged to apply.

