



JOB VACANCY - INTERNAL & EXTERNAL

Job Title:	Finance Assistant (1)
Department:	Finance & Operations
Reporting to:	Finance Officer
Base Location:	Yei County, Central Equatoria State
Duration:	12 months with possibility of extension

Organizational Background

Facilitating Action for Community Empowerment (FACE) is a national, non-profit, and non-governmental organization legally established and registered in 2015 (Certificate No. 298) with the South Sudan Ministry of Justice. FACE was further registered on 7th September 2015 with the South Sudan Relief and Rehabilitation Commission (SSRRC) under Chapter 3, Section 10 of the NGOs Act, 2016, granting it legal status to operate in South Sudan.

Mission: FACE is committed to strengthening community capacity to address socio-economic and development challenges through the promotion of good governance and democracy, protection, emergency response, Food Security, livelihoods, climate change adaptation, and Education

Vision: Resilient and sustainable communities.



Project Overview.

FACE with Funding from Mastercard Foundation is implementing Pathways to Empowerment (P2E) project which is an initiative led by War Child Canada in collaboration with other partners.

The programme operates in 13 refugee-hosting locations across eight States and one Administrative Area in South Sudan. P2E empowers refugees and displaced persons (**RDPs**) to pursue secondary education and build market-relevant skills – from work readiness and vocational competencies to entrepreneurship and employability. By strengthening access to learning and opportunity, the programme tackles the urgent challenges facing young people in South Sudan's fragile and service-constrained environment, helping them unlock pathways to dignity, resilience, and economic inclusion.

Job Summary

The Finance Assistant supports daily financial operations by handling data entry, processing invoices/payments, reconciling accounts (bank, debtor, creditor), maintaining financial records, assisting with book keeping and month-end close, and preparing basic financial reports/spreadsheets, ensuring accuracy and compliance while managing administrative tasks like filing and supplier/client communication.

Key Responsibilities

- **Transaction Processing:** Enter vendor/supplier invoices, process payments (checks/bank transfers), record receipts, manage expense reports, and handle daily bank transactions.
- **Accounts Payable/Receivable:** Manage supplier/customer accounts, create/send invoices, follow up on overdue payments (credit control), and reconcile debtor/creditor ledgers.
- **Bookkeeping & Records:** Maintain accurate financial files, post general ledger entries, ensure correct VAT coding, and support month-end/year-end closing procedures.
- **Reporting & Analysis:** Collect data, prepare spreadsheets, assist with financial statements (balance sheets, petty cash reconciliation and Bank reconciliation and reports), and provide summaries for management.
- **Administrative Support:** Organize financial documentation, support audits, manage office supplies, and liaise with internal/external parties.



Minimum Qualifications/Experience

- Diploma in Business Administration, or any related field
- At least 2 years working experience in project management in NGOs or development organizations.
- Experience managing donor-funded projects.
- Strong knowledge of budgeting, reporting, and monitoring systems.
- Proven leadership and team management skills.

Desirable skills and Knowledge.

- Excellent planning and organizational skills.
- Ability to work under pressure and meet deadlines.
- Computer proficiency (MS Office, email, reporting tools).
- Strong understanding of accounting software e.g. QuickBooks, Tally ERP Next etc.
- Strong analytical skills, problem-solving and decision-making skills.
- Strong communications, report writing and interpersonal skills
- Ability to work with diverse cultures and in remote and stressful environment.
- Fluent in English and Arabic language.
- Understanding of the humanitarian principles
- Ability to work with minimum supervision and taking accountability.

Policy Compliance.

- FACE **has zero tolerance** to PSEAH, any violation of child safeguarding and the vulnerable community members.
- Any forms of violation of PSEAH and Safeguarding policies must be report through FACE reporting channels. Therefore, any person accused of misconduct will be suspended and perhaps disqualified from running FACE programs.



How to apply

Interested and qualified candidates must submit their applications by email to jobs@facesouthsudan.org or hand delivery to FACE Offices in Yei and Juba at **Rock City** Residential Area next to the Football playground **not** later than **19th Mar 2026**. Addressing to Human Resource Department FACE Juba, South Sudan.

Note: Applications received after the dateline will not be considered.

Please provide the following when applying for this post: Updated CV, Cover letter, Copies of your academic qualification and National ID. Indicate clearly the position you are applying for on the Envelope.

DO NOT attach your original academic documents.

Other information

Note due to the urgency of this position, all of application will be screened on a rolling basis. In this case, FACE reserves the right to shortlist before the closing date.

This position is open for South Sudanese Nationals ONLY
"Female candidates are highly encouraged to apply"
Only short-listed candidates will be contacted for interviews.

