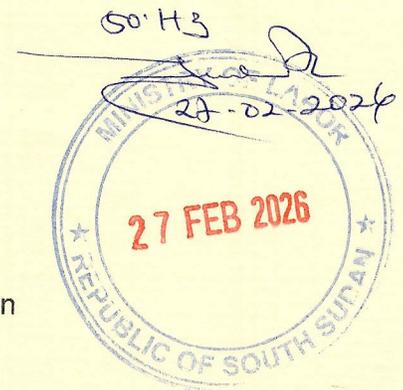




## JOB VACANCY - INTERNAL & EXTERNAL

**Job Title:** Finance Officer (1)  
**Department:** Finance & Operations  
**Reporting to:** Finance Manager  
**Base Location:** Juba, 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 Officer shall ensure that the day-to-day financial operations are carried out efficiently, accurately, and in line with organizational and donor guidelines. The officer supports financial reporting, manages transactional accounting, and ensures compliance with internal financial controls.

## **Key Responsibilities**

- **Transactional Accounting:**

Record all financial transactions in a timely and accurate manner, ensuring they are in line with internal financial policies and donor regulations.

- **Financial Reporting:**

Assist in the preparation of monthly, quarterly, and annual financial reports for management and donors. Ensure all reports are complete and free from discrepancies.

- **Budget Monitoring:**

Work closely with program teams to track project expenditures against budgets, weakening any variances and working with the Finance Manager to take corrective action.

- **Accounts Payable/Receivable:**

Manage accounts payable and receivable, ensuring timely processing of payments to vendors, partners, and staff, and proper follow-up on receivables.



- **Bank Reconciliation and Cash Flow Management:**

Conduct regular bank reconciliations to ensure consistency between bank balances and the financial system. Monitor cash flow and ensure adequate liquidity for operational needs.

- **Documentation and Record-Keeping:**

Maintain comprehensive and accurate financial records, including receipts, invoices, and contracts, ensuring that they are available for internal review and audits.

- **Compliance and Audit Support:**

Assist in preparing documentation for internal and external audits. Ensure that all financial operations adhere to both internal policies and donor contractual obligations.

- **Capacity Building:**

Provide financial training and support to program staff to improve their understanding of budgeting, financial procedures, and donor compliance.

### **Minimum Qualifications/Experience**

- Diploma in Business Administration Majoring Accounting, or any related field (Bachelor's degree is an advantage).
- Knowledge of CPA
- At least 3–5 years of 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 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](mailto: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 **19<sup>th</sup> 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.**

