



YEI TEACHER TRAINING COLLEGE

Hai Mission, Old Mission Road, Yei River State, Republic of South Sudan

Job Advert

Job Title: Finance Officer

Minimum Qualification: BS/BA in Business Administration (Finance/Accounting) or its equivalence

Experience: 3 Years Work as Finance Officer/Accountant

Job Location: Juba, South Sudan

Closing Date: 30/12/2024

Introduction

Yei Teacher Training College is one of the fastest growing teacher training colleges in South Sudan. It has trained pre-primary and primary school teachers in South Sudan since 2001. Working closely with the Ministry of General Education and Instruction (MoGEI) and many Education Partners in the country.

Job Purpose

The College is seeking to recruit a **Finance Officer** for its office in Juba. The post holder will take the lead in handling YTTC finances and related documents in Juba working closely with other team members under the direct supervision of the designated supervisor and the College Principal.

Key roles and responsibilities

- Manage YTTC funds from local and international partners
- Diligently process bills, cheques, receipts and other documents
- Accurately enter data and maintain up to date records
- Verify documents and ensure they are properly signed and filed or distributed
- Carry out financial reconciliations
- Submit work plans and regular cashflow projections as required
- Promptly compile weekly, monthly, quarterly and end of project reports
- Actively participate in scheduled meetings with colleagues and partners
- Assist the team in the provision of basic operational logistics
- Track and follow up on status of outstanding funds
- Promptly communicate with vendors, clients and colleagues
- Liaise with financial institutions as required
- Perform any other duties as may be assigned by the supervisor

Other Requirements

- Excellent verbal and written communication skills
- High proficiency in Microsoft Office applications including Excel
- Excellent interpersonal skills
- Flexible with good judgment
- Strong organizational and multitasking abilities with attention to detail
- Ability to work productively with limited supervision and under stress of deadlines
- Ability to take initiative, work independently, and prioritize work flow and meet deadlines
- Ability to follow direction and work as a member of a team
- Ability to maintain confidentiality
- Time Management
- Familiarity with financial regulations for UN Agencies and EU

All applications together with copies of resume, cover letter and academic documents should be sent (as a single document) to dpadministration@yeittc.org, with copy to principal@yeittc.org. Use subject line "**Finance Officer**". Female South Sudanese applicants are particularly encouraged to apply for this role. Only short-listed applicants will be contacted.

Note: YTTC has a zero tolerance to corruption and sexual exploitation and abuse. All staff are required to adhere to the code of conduct, that enshrines the principles of PSEA and zero tolerance to corruption.



*Approved by
Labour office*

