



"From inclusion to impact: empowering communities with humanity".



JOB VACANCY ADVERTISEMENT

JOB TITLE:	Finance Manager
LOCATION OF THE POSITION:	Juba
DEPARTMENT:	Operation
REPORTING TO:	Executive Director
SUPERVISES:	Finance Officer(s)
FUNCTIONAL LINK:	Programme Coordinator, HR Manager, Logistic Manager and ASL Manager.
NUMBER OF VACANCY:	01 (One)
EXPECTED START DATE:	01.09.2025
CONTRACT TYPE:	Full time
SALARY:	According to MTA salary scale.
LEADERSHIP WITHIN MTA:	Member of Senior management Team (SMT)
DATE OF ADVERT:	21.07.2025
APPLICATION DEADLINE:	08.08.2025

ABOUT US.

Mission Trust Aid (MTA) is a nationally recognized, women-led organization dedicated to delivering inclusive, needs-based, and risk-informed quality interventions to disaster-affected communities in South Sudan. Established in 2018, MTA operates with a clear vision and mission: to foster a "dignified, empowered, and inclusive community driving sustainable and equitable development." Our mission, "Community empowerment through inclusive participation of women and youth in socio-economic and cultural development," reflects our commitment to making a tangible impact through collective action.

At the heart of our organization are our core values, which emphasize **Inclusion, Gender Equality, Empowerment, Integrity, Stewardship, Excellence, Resilience, Compassion, Sustainability, and Participation**. These values guide our work and drive us to create meaningful change in the communities we serve.

MTA focuses on several core thematic areas, including Water, Hygiene, and Sanitation (WASH), Health, Education Programs, Nutrition, Protection (addressing Gender-Based Violence, Land and property rights and Child Protection), Women and Youth Empowerment, Environmental Issues, Food Security and Livelihoods (FSL), Emergency Shelter and Non-Food Items (ES/NFI), Resettlement and Camp Setup, Management and Coordination,



Governance, and Research and Innovation. Through these initiatives, we strive to empower communities and foster resilience, ensuring that their needs and aspirations are at the forefront of our efforts.

SUMMARY OF THE ROLE.

The Finance Manager will be responsible for the Financial and Compliance needs of MTA in South Sudan. This position is an exciting opportunity to engage in Financial Strategic Management, develop experience with Donor Compliance, and take one step forward in your career.

We need someone with experience in working with complex Excel files and in Budgeting. Required critical thinking skills in terms of Finance Management, and experience in Financial Controlling, which includes a sound knowledge of accounting principles. The person needs to like desk-based work, control and establish procedures for compliance, and work with Excel files, at the same time also be ready to move to field sites as required.

Hard-worker, self-driven, and comfortable in working independently are key traits of the person we want to recruit. Fluency in English is compulsory. This position will be based in Juba and will report to the Executive Director.

KEY JOB FUNCTIONS.

1. Financial Management

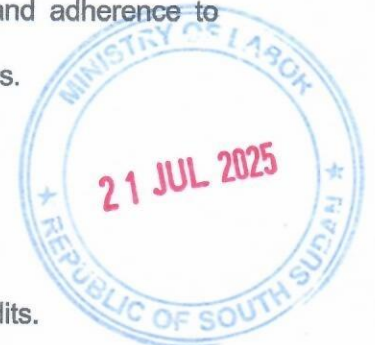
Strategic oversight, planning, compliance, and capacity-building.

- Provide strategic finance support to the Senior Management Team; develop and monitor the master budget in coordination with Awards, Operations, and Supply Chain teams, and advise on optimal utilization of the program's funding portfolio.
- Provide high-standard financial accounting management, ensuring compliance with local statutory laws, donor regulations, and alignment with MTA's accounting policies, procedures, and tools.
- Conduct periodic reviews of compliance, procedures, and policies; document findings and recommend improvements.
- Identify training needs and regularly train finance staff in bookkeeping, treasury management, and internal control systems.
- Oversee enforcement of financial controls, including balance sheet reconciliations, procurement controls, compliance with delegated authority limits, and adherence to financial manual policies.
- Responsible for preparing donor financial reports and proposal budgets.
- Delegation of work as required
- Training/orientation of technical/program and ops team on budgets

2. Cash and Transactional Management.

Operational financial activities, including budget execution, payments, and audits.

- Collaborate with budget holders to develop realistic, phased budgets aligned with project implementation plans; monitor monthly performance against KPIs.
- Lead budget development for new proposals, working closely with grants teams and ensuring inclusion of operational and recovery costs as per donor requirements.
- Review payment vouchers and supporting documentation for accuracy and completeness; recommend improvements and ensure full compliance with MTA and donor standards.



- Lead, delegate or participate in internal and external audits and follow through on implementation of audit recommendations.
- Monitor staff competencies post-training and provide continuous feedback and coaching to address knowledge gaps in collaboration with supervisors.
- Manage the organization's cash flows, and record all cash transactions.
- Oversee preparation and execution of bank orders as needed and oversee transactions;
- Prepare weekly payments roll-out.
- Ensure maintenance of accurate records of financial transactions of the country office in order to monitor financial status of all project activities.
- Administer petty cash and keep appropriate financial records.

3. Financial Control and Monitoring

Oversight, accuracy, internal controls, and risk mitigation.

- Oversee cash flow management and review monthly bank reconciliations for accuracy; ensure signed copies are filed and included in the monthly accounting bundle.
- Mitigate the risk of disallowed costs by conducting thorough expenditure reviews during each reporting cycle, ensuring alignment with donor and MTA provisions.
- Ensure adherence to finance policies, systems and procedures for MTA, Donors and Statutory regulatory requirements for South Sudan.
- Review and account for procurement transactions to ensure adequate supporting documentation, accuracy of amounts and control over payments.
- Maintains the organizations system of accounts ensuring all accounting data is updated, reconciled and fully supported.
- Support internal and external audit procedures.

4. Financial Reporting

Preparation, accuracy, and timely submission of internal and external reports.

- Prepare accurate, timely, and donor-compliant financial reports in coordination with program and grants teams.
- Ensure consistency between financial and narrative reports, and alignment with project budgets and deliverables.
- Monitor reporting schedules to ensure timely submissions to donors and internal stakeholders.
- Support Senior Management with periodic financial performance analysis to aid in decision-making and strategic planning.

Professional Skills

- A University degree in Commerce, Accounting or Business Administration (Finance or Accounting option) from a recognized university.
- ACCA or CPA qualification a MUST.
- A minimum of 4 years of progressively mid-level management experience with NNGOs/INGO's in professional accounting and financial management.

Required Skills, Competencies & Attributes

- Excellent knowledge and understanding of generally accepted accounting procedures
- Experience of systems audit and articulating/implementing recommendations
- Good personal organizational skills, including time management, and ability to meet deadlines and work under pressure.
- Ability to work within a multicultural setting
- Mentoring/Training skills
- Experience working in difficult and/or emergency environments.



- Computer literate, proficient with Microsoft excel and computerized accounting packages.
- High level of integrity and ability to work as part of a professional team
- Ability and willingness to work under high pressure, travel to field offices and to meet tight deadlines.

Ethics and Safeguarding

Mission Trust Aid, has zero tolerance towards any act of misconduct and Prevention of Sexual Exploitation and Abuse (PSEA). All recruitment process at MTA will include all candidates' declarations and reference checks focused on misconduct and PSEA.

EQUAL OPPORTUNITIES.

Mission Trust Aid is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, or disability status.

How to apply.

Interested and qualified candidates who meet the above requirements are encouraged to submit their applications, including a cover letter and up to date CV with at least three referees with their telephone and email contacts.

Address your application to: recruitment@missiontrustaid.org and cc hr@missiontrustaid.org. Or hand deliver to our office located at **Plot No.262, Joppa Residential Area, Block IX, Juba, South Sudan**. Qualified **female** candidates are **strongly** encouraged to apply. Specify the position you are applying as the subject/title before **4 PM on 08.082025**.

Attention:

Application documents, once deposited will not be returned to applicants. Applicants are advised not to include any original documents in their application. Mission Trust Aid will not be held responsible for the loss of such documents. Mission Trus Aid will only receive, consider and accept applications submitted through the stipulated channels above.

Recruitment Disclaimer:

Mission Trust Aid does **not charge** any fees at any stage of the recruitment process (application, interview, processing, or training), and we do not engage recruitment agents to represent us.

