



- Contribute to the production of quarterly financial forecasts and budget projections.
- Assist in preparing annual project budgets and revisions in alignment with project objectives and donor expectations.

6. Payments and Compliance Management

- Review all payment vouchers for accuracy, completeness, and appropriate authorization before submitting for approval.
- Make timely payments to vendors, service providers, and staff in accordance with approved procedures.
- Ensure all transactions are properly approved and comply with internal controls, donor regulations, and financial policies.
- Resolve all payment and delivery-related queries in coordination with Logistics, Procurement, and other departments.

Qualifications and Experience:

- **Education:** Bachelor's degree in Business Administration (Accounting) or equivalent professional qualification.
- **Experience:** At least 3 years of relevant experience in a finance or accounting role, preferably in a related field.

Technical Skills:

Financial Software Proficiency

- Advanced working knowledge of QuickBooks (including data entry, chart of accounts, journal entries, and reporting functions).
- Experience using Management Information Systems (MIS) for finance or grants tracking.

Accounting & Bookkeeping

- Proficiency in double-entry accounting and daily transaction posting
- Experience with cash book management and petty cash operations
- Ability to conduct bank reconciliations and cash count procedures

Budgeting and Financial Planning

- Preparation of project budgets and cash forecasts
- Budget monitoring and variance analysis
- Experience in budget realignment and forecast updates for donor-funded projects

Financial Reporting

- Preparation of financial reports for management and donors
- Ability to extract, analyze, and interpret financial data using QuickBooks and Excel
- Knowledge of donor financial reporting templates and formats.



Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

TOCH is an equal opportunity employer. We are committed to creating an inclusive environment for all employees. We do not discriminate on the basis of race, religion, color, sex, gender identity, age, disability, marital status, or any other status protected under applicable law. All qualified applicants are encouraged to apply, particularly women, persons with disabilities, and other underrepresented groups.

Child Protection Policy and Protection from Sexual Abuse and Exploitation:

We are committed to keeping children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse and Sexual exploitation and abuse.

This position is only for South Sudanese National

How to Apply:

- Please send your CV/ Cover Letter with attached copies of your national ID to recruitment@toch-sd.org or hand deliver to TOCH Juba Office (near St Lawrence Academy) or any TOCH Field Offices in Wau (within South Sudan Council of Churches), Kuajok and Tonj North.
- Females are strongly encouraged to apply
- Deadline for receiving applications shall be on 10th June 2025 4:00 PM
- Only short-listed Candidates shall be contacted
- Any application sent after this deadline shall not be considered for short list.



Due to urgency of the position, applications will be reviewed on a rolling basis and the position may be filled before the deadline