

ADVERTISEMENT: FINANCE OFFICER

Centre for Emergency and Development Support (CEDS) is a National NGO registered by the relief and rehabilitation commission (RCC) in South Sudan. Since 2005, we have been working together with partners and other stakeholders to achieve a poverty free society that is socially and economically self-reliant and conscious about basic human rights and dignity.

In Northern Bahr El Ghazal, CEDS has been implementing a number of projects in different sectors including WASH, food security and livelihoods, health, Sexual and Gender based Violence among others with funding from different donors and partners. CEDS is now looking to recruit **Finance Officer** to support financial accountability and reporting functions in Aweil field office.

Position: **Finance Officer – Field Finance**

Duty Location: **Aweil Town, Northern Barh El Ghazal, South Sudan**

Reports to: **Finance Manager with Matrix reporting to Country Programmes Manager**

Duties and Responsibilities

- Assist in budget preparation and projects financial management activities.
- Conduct periodic project financial analysis to identify and resolve issues, gaps or variances.
- Manage cash controls as well as maintain book keeping up-to-date.
- Ensure maintenance of the general and subsidiary ledgers, cashbooks.
- Track payments and maintain relevant cash reserves at the field office.
- Ensure all expenses are within assigned project budget.
- Oversee the preparation of all financial statements, invoices, proposals, etc as required.
- Ensure that financial transactions are properly recorded in QuickBooks software and updated.
- Manage the preparation of balance sheets, income statements, expense reports with guidance of the Finance Manager.
- Ensure data integrity in all financial reporting.
- Update financial records with recent transactions and changes.
- Identify and resolve invoicing issues, accounting discrepancies and other financial related issues.
- Review financial paperwork and procedures and make appropriate changes.
- Work closely with the programmes management to ensure compliance to the finance procedures and policies
- Work closely with the field procurement to ensure strict compliance to procurement procedures.

The desired candidate for this position needs to have these minimum qualifications;

- At least an undergraduate degree or diploma in business administration or finance related training.
- Professional training in procurement will be an added advantage
- More than 3 years active hands on experience in finance and accounting an NGO or company.
- Skills and experience in use of QuickBooks is essential
- Have good computing skills and communications skills.
- Good financial reporting and accounting skills is necessary.



If you meet these required qualifications and is interested in joining our dynamic team, please send your motivation letter and a resume of **STRICTLY not more than 3 pages** to: vacancies@cedss.org mentioning your expected gross salary before closing date **16th December 2019**.

Hard copy applications can also be dropped at our **Aweil Office (Hai Mathiang, Aroyo road, Aweil Town)** or our **coordination office in Juba (Hai - Malakal, cemetery Road, behind Eritrea Embassy, Juba)**

Only shortlisted candidates will be contacted for interviews.

NOTE. CEDDS is committed to diversity and inclusivity within its workforce, and encourages qualified female candidates to apply. CEDDS does not tolerate any form of canvassing and any attempt will lead to automatic disqualification.

Only attach copies of your documents and the submitted copies are not returnable.

Approved by Department of Labour and public
service / Juba
31/12/2019

