



## JOB ADVERTISEMENT- FINANCE AND ADMIN OFFICER

### 1. Organizational background

Action Girls Africa (AGA) is a South Sudanese, indigenous, female-led national non-profit organization established in January 2017 and legally registered under Reg. No. 585. AGA was founded in response to widespread violence, inequality, and humanitarian crises affecting adolescent girls, women, children, and other vulnerable groups across South Sudan.

As a locally led and community-driven organization, AGA delivers life-saving humanitarian assistance while advancing sustainable, rights-based development solutions that empower youth, especially girls and women, to rebuild their lives with dignity, resilience, self-reliance, and independence. Guided by inclusive, participatory, and context-responsive approaches, AGA designs and implements interventions addressing both immediate humanitarian needs and long-term development priorities.

AGA operates as a multi-sectoral organization with a strong focus on Gender-Based Violence (GBV) and Protection programming targeting women, girls, children, and marginalized populations in vulnerable communities. The organization's key thematic areas include:

- Protection – Gender-Based Violence (GBV) and Access to Justice
- Sexual and Reproductive Health and Rights (SRHR) including PSEAH
- Economic Empowerment, Food Security and Livelihoods
- Education and mentorship of Adolescent Girls and Young Women

AGA envisions an inclusive, gender-equal society free from violence and discrimination, where girls and women live in dignity, peace, resilience, and development.

### JOB Advertisement:

Job title	Finance and Admin Officer
Duty station	<b>Aweil (Non-relocatable)</b>
Number of positions	01
Reports to	GBV Manager
APPLICATION OPEN DATE	<b>01<sup>st</sup> June 2026</b>
APPLICATION DEADLINE	<b>18<sup>th</sup> June 2025</b>



### Role Summary



Under the direct supervision of the GBV manager, the Finance & Admin Officer will provide financial personnel and overall administrative support to the Aweil office and to work closely with the GBV Manager, as well as Finance Manager and Human Resources Manager based in Juba to ensure efficiency and effectiveness in accordance to financial and HR procedures, AGA's code of conduct and the South Sudan legal framework within which the Aweil programme operates. He/she will work with partners, counterparts and stakeholders in ensuring project outputs are of the highest quality and that expected results are achieved in a timely and efficient manner.

### **Key Responsibilities**

#### **a) Finance functions**

- Ensure compliance with financial management procedures and provide training on AGA financial policies and procedures for staff.
- Submit monthly financial data including completed weekly cash sheets, transaction documents and cash count reconciliations in a timely manner to the country office/Juba. Check closely the electronic financial records with actual physical documents to ensure existence, accuracy and completeness.
- Prepare payment vouchers, receipts to ensure payments align with budget and procedures while maintaining a register of payments done to suppliers /traders accounts so that to ensure the amounts paid are what is due to them and assessed before subsequent payments are made.
- Manage petty cash and the safe, ensuring weekly cash counts are conducted with the Programmes manager. Prepare cash forecasts in a timely manner to ensure appropriate levels of cash are maintained in the field office.
- Review all float returns before they are submitted for approval advising if they have been accurately retired for the purpose, they were taken.
- Reconcile cash balances, manage liquidity, and prepare financial transactions following up on project-related receipts and payments as well as monitoring transactions for compliance with donor and AGA regulations, especially procurement guidelines.
- Ensure deduction of taxes (PIT/withholding taxes) as and when applicable and timely disbursement to concerned government office.

#### **b) Human Resource and Admin Functions**

- In Liaison with the Juba Finance officers /HR Officers process monthly payroll on timely basis ensuring complete and accurate documentation.
- Oversee and facilitate all human resources functions for the Aweil team, including Preparing Payrolls induction of new staff, disciplinary procedures and staff exit procedures while ensuring compliance with Human Resource Procedures.
- Track and ensure relevant HR documentation is completed, including timesheets, leave requests and sick leave .
- Maintain well organised staff records and HR documentation in hard and soft copies are securely stored on google drive and hard copies are filed in locked securely in filing cabinet; liaise with Juba HR team and staff for the signing and verification of any necessary documentation e.g. contract extensions, payments.



- Offer supervisory roles for Junior base staff such as cooks, guards, cleaners, drivers and other subordinate staff at the base including casuals.
  - Ensure AGA Aweil office and base is well kept and appropriate health and safety procedures are put in place as well as Oversee the provision of food for all staff resident on the base and for refreshments for all staff and the organisation of monthly team lunch.
  - Lead in ensuring proper care for AGA staff and visitors ensuring that staff respect local culture and gender sensitivities.
  - Ensure cost effective and timely authorized procurement for the operations and for program requirements, and respecting closely all established procurement procedures and paperwork including Purchase Request, Request for Quotations, Purchase Order, Bid Analysis and Payment Request
  - Maintain an up -to date fixed asset register in Juba Office including all the fixed assets in the field bases. Track all movement/ transfer of equipment's and furniture both in the staff residence and office.
- c) External representation**
- Build positive working relationships with Relief & Rehabilitation Commission (RRC), local communities, Local government line ministries departments, local churches, and other NGO representatives.
  - Engage with local communities and community leaders to encourage local ownership of the programme, soliciting feedback and resolving issues together.
- d) Corporate Policies, Management Systems and Procedures**
- Contribute towards the promotion and adherence to AGA's Purpose, Core Values and Operating Principles and undertake all activities in accordance with internal management systems, operating procedures and policies, and monitor field-based work to maintain compliance.
  - Provide training for staff on corporate policies and procedures.

**Note:** above duties and responsibilities are exhaustive. The Finance and Admin Officer may be required to perform additional tasks and assume other responsibilities as assigned by Head of Programs or relevant governing bodies, in alignment with the organization's goals and operational needs.

## QUALIFICATION AND REQUIREMENTS

### Education

Bachelors in Accounting and/or Management or related field in an accredited academic institution

### Experience

Proven Experience of At least **2-3 years** relevant working experience preferably in an INGO , working with local partners, NGOs, and government agencies is preferred.

Should have a strong understanding of financial procedures , HR functions and systems, Budgeting & payroll administration , people management ,procurement procedures,implementing corporate structures, policies and procedures proven experience in administration/ office management

### Key competencies and abilities

- Fluency in English and ability to speak in local language of the project area



- Proven financial accounting and analytical skills with adequate skills in Microsoft Excel and basic Word and Outlook
- Organised and methodical with good attention to details
- Leadership & administrative skills, Training skills, coaching and mentoring people
- Computer literate in financial management software
- Ability to be adaptable and flexible, while maintaining best practice in a working environment
- Good team player, able to listen and motivate , lead , participate and facilitate in collective staff.
- Able to communicate and work confidently in a culturally diverse environment
- Takes initiative to establish a network or partnership where one does not exist
- Able to work under duress, occasional flexibility in terms of working off hours
- Understands others underlying needs, concerns and motivations and communicate effectively in sensitive situations
- Gives regular, timely and appropriate feedback, acknowledges good performance and deals with issues concernin oor erformance

### How to Apply

Qualified and interested candidates should submit:

1. Cover Letter (maximum 1 page)
2. Updated Curriculum Vitae (CV)
3. Copies of academic certificates and relevant supporting documents
4. Contact details of at least three professional referees

Applications should be submitted no later than **18<sup>th</sup> June 2026 at 5:00 PM CAT (Juba Time)**.

You can submit online to the following emails or address ; [agahrrecruitment@gmail.com](mailto:agahrrecruitment@gmail.com) while hard copies can be submitted to the office located in Nyokuron West along Yei Jebel- Road behind Tiba Freight Petrol Station.

Please indicate "**Application for Finance and Admin Officer Position – Aweil**" in the subject line of the email.

***Any application sent after the indicated deadline will not be considered for any shortlist. Due to urgency of the position, shortlisting maybe done on rolling bases. And only shortlisted candidates can be contacted. Qualified female candidates are strongly encouraged to apply.***

