



## JOB ADVERTISEMENT



Job Title:	Senior Finance & HR Officer (1 Position)
Location:	Abyei (Non-Relocatable)
Reports to:	Area Coordinator with Technical Support from Finance Controller
Posting Date	12 <sup>th</sup> May 2025
Closing Date	29 <sup>th</sup> May 2025

### General Description of the Programme

Established in 1977, GOAL is an international humanitarian and development agency, with a team of 2,400 personnel, dedicated to alleviating the needs of the most vulnerable communities. Currently operating in 14 of the world's most vulnerable countries, GOAL delivers a wide range of humanitarian and development programmes, ranging from humanitarian relief in disaster situations, to focusing on nutrition, food security, and building greater resilience and sustainable livelihoods.

GOAL has been working in South Sudan since 1985 with a focus on Health, Nutrition, WASH, Food Security, and livelihood interventions, and is continually adapting and responding to the context to support the people in need. GOAL currently operates in Abyei Special Administrative Area, Kajo-Keji, Twic (in Warrap State), Renk, and Ulang Counties and is working to expand its operations to other parts of the country where humanitarian needs are immense.

### Job Purpose

The primary purpose of this role is to ensure the efficient and effective management of financial and human resources operations at the field office. This includes overseeing financial reporting, cash management, compliance with policies, budgeting, payroll, and supporting recruitment and staff development. The role aims to support the organization's objectives by maintaining accurate financial records, ensuring timely payments, and fostering a positive work environment.

### Main Responsibilities

The Senior Finance & HR Officer ensures efficient financial management and HR operations, including strategic planning, compliance, performance management, and employee relations to support organizational goals.

### Key Finance Roles & Responsibilities

#### Financial Reporting and Reconciliation:

- Support and deliver quality month-end reports, ensuring all cash books are reviewed before posting to Sage.
- Assist in the timely and accurate closure of end-of-month accounts.
- Prepare bank and cash reconciliations.
- Review cash books and prepare them for import into Sage.

#### Cash Management:

- Monitor cash balances and proactively request cash delivery to field offices based on their needs and project budgets.
- Manage fund requests from the field and prepare related documents for submission to the central office.
- Ensure all floats are current and reconciled to the Sage balance.

#### Documentation and Compliance:

- Scan and upload all supporting documents for each month to the shared folder and submit hard copies to the central office.
- Ensure compliance with financial policies, procedures, and donor requirements.
- Prepare monthly tax payments and ensure there are no outstanding payments.

#### Budgeting and Forecasting:

- Support field office teams in forecasting budgets aligned with monthly Budget Monitoring Tools (BMTs).
- Provide budget holders with up-to-date information for informed decision-making regarding project spending and activity management.
- Assist in the preparation and rollout of monthly BMTs to budget holders.

**Essential**

- Bachelor's degree in business administration, majoring in accounting, or Finance
- Post graduate Diploma in Human Resources is an added advantage.
- At least Level II CPA(K) and CPA(U).
- Practical experience in accounts management and reporting at least for 3 years.

**Desirable**

- Working in an INGO/NNGO environment is desirable.
- Ability to work in a fast-paced work environment.
- Advanced level of Ms excels spread sheet processing is mandatory.
- Good communicator
- Ability to quickly adapt new technologies and systems and implement properly
- Good teamwork player
- Previous experience of application of sage accounting software
- Excellent Written and spoken English.
- Analytical and Sensitive to deadlines and quality
- Post graduate training in HR will be an added advantage.
- Previous experience working in a HR role would be an advantage

**Equal Opportunities**

GOAL supports diversity and strives to create a discrimination free work environment where staff are supported to reach their full potential regardless of identity factors such as ethnic background, gender, colour, age, disability, marital status, religion, etc. GOAL continually seeks to strengthen leadership on, and capacity for, gender equality work supporting staff to understand how gender affects their own lives as well as the lives of people in the communities where we work. GOAL is committed to equal opportunities in employment and staff training.

**To promote gender equality in our work force, qualified female candidates who meet the above job requirements are strongly encouraged to apply.**

**Safeguarding**

Children and vulnerable adults who meet GOAL as a result of our activities must be safeguarded to the maximum possible extent from deliberate or inadvertent actions and failings that place them at risk of abuse, sexual exploitation, injury and any other harm. One of the ways that GOAL shows this on-going commitment to safeguarding is to include rigorous background and reference checks in the selection process for all candidates.

**Accountability within GOAL**

Alongside our safeguarding policy, GOAL is an equal opportunities employer and has a set of integrity policies. Any candidate offered a job with GOAL will be expected to adhere to the following key areas of accountability:

- Comply with GOAL's policies and procedures with respect to safeguarding, code of conduct, health and safety, confidentiality, do no harm principles and unacceptable behaviour protocols.
- Report any concerns about the welfare of a child or vulnerable adult or any wrongdoings within our programming area.
- Report any concerns about inappropriate behaviour of a GOAL staff or partner.

**Application procedures**

Interested Persons who meet the qualifications, experience and skills are required to submit their applications through the below:

1. For online applications, candidates are advised to submit your cover letter, updated CV plus copies of academic certificates & Nationality ID to [goaljobs@ss.goal.ie](mailto:goaljobs@ss.goal.ie) . **Your attachment must not be more than 5MBs.**
2. For candidates who will wish to submit their applications in hard copy, drop your applications at GOAL head office located along Kololo Road near Sector four Police post in Tongping clearly stating the

position applied for on the Envelope addressed to the Human Resource Department, GOAL South Sudan P.O Box 166 Juba

3. Those in Abyei can deliver their applications to GOAL Abyei field office. Applicants from Abyei region who meet the above job requirements are highly encouraged to apply for this position.
4. Note, this is a national recruitment for South Sudanese citizens only.



Approved by Labour HR- officer

Sign: 



Pass by RRC  
Abyei office  
on 15/05/2024  


