



## ANNOUNCEMENT

## Organization Background

HUMANE-AID FOR COMMUNITY ORGANIZATION (HACO) is a non-governmental Organization founded by a group of citizens who had similar views on the suffering of the people in the rural areas on 14th September 2014 and was officially registered by the Ministry of Justice, Republic of South Sudan on 17th April 2015 as a National Organization specifically for purposes of Education, General Protection, Health, WASH, SGBV, Food Security & Livelihoods. This was after the catastrophe that was caused by the civil strife that engulfed the Nation in December 2013 and led to family disintegration. The vulnerable groups were most hit because they were separated from their breadwinners. Many sought refuge with their relatives who were equally disadvantaged in terms of basic needs and therefore opinion leaders felt that there was need to begin a joint self-help organization to cater for the challenges. It was formed to alleviate the suffering of the vulnerable people in the Republic of South Sudan.

Position and Title: Finance Officer Location: Upper Nile State (Renk)

Posting date: 10/1/2025

Number of Position -One ( 1)

Key working relationships

Position Reports to: Senior Finance Officer

Position directly supervises: Senior Finance Officer

Internal collaborations within HACO: Program Manager;

Protection team; Finance team and Logistics team. External collaborations to HACO: Donors, Government Institutions and agencies



## Job Summary

The Finance Officer, will be responsible for managing financial transactions, preparing financial reports, and ensuring compliance with accounting standards and regulations. The ideal candidate has a strong understanding of financial principles, excellent numerical skills, and the ability to work effectively in a fast-paced environment.

## Main Responsibilities / Tasks

- Manage accounts payable and accounts receivable processes, including invoicing, payments, and collections.
- Prepare and maintain accurate financial records, ledgers, and journals.
- Assist in the preparation of financial statements, reports, and budgets.
- Conduct financial analysis and forecasting to support decision-making processes.
- Ensure compliance with accounting standards, regulations, and internal policies,
- Assist with internal and external audits, including the preparation of audit schedules and responses to audit inquiries.
- Monitor cash flow and liquidity, identifying and addressing any discrepancies or issues.
- Collaborate with other departments to provide financial guidance and support. • Stay updated on industry trends, regulations, and best practices in finance and accounting.

## General

- Participate in office work with colleagues as a good team player
- Be an active role model for the population, by adhering to a healthy personal behavior and life-style
- Maintain a non-judgmental and supportive attitude towards colleagues and beneficiaries regardless of their background, political affiliation or religion.
- Take responsibility in representing HACO towards the local population, authorities and other (1)NGOs
- Adhere and respect HACO guidelines and codes\
- Carry out additional tasks as reasonably requested by the supervisor

## Requirements

- Bachelor's degree in finance, accounting, or a related field.
- Proven experience in finance or accounting roles, with knowledge of financial principles and practices.
- Proficiency in financial software and soft Excel skills.
- Strong analytical and problem-solving skills.
- Excellent attention to detail and accuracy.
- Effective communication and interpersonal



## Remuneration

- According to qualification and experience, insurance package

Note:

Kindly submit your application (CV, cover letter, copies of certificates and three professional references) to this email: [hacohraa@gmail.com](mailto:hacohraa@gmail.com)

,copying [ed@hacosouthsudan.org](mailto:ed@hacosouthsudan.org) ,copying „subject line Application for the Position of Finance Officer Renk

- HACO-NNG O-NNGO is an equal opportunity employer and welcomes applications from all egardless of race, color, ethnicity, age, gender, disability, confession, or origin

Only shortlisted Candidates will be contacted for interviews

Closing date 29/1/2025

