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South Sudan
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Solidarity with South Sudan (SwSS) is a Catholic Institution which operates in collaboration with the South Sudan Catholic Bishops since 2008. Presently it manages the Catholic Health Training Institute (CHTI) in Wau, the Solidarity Teacher Training College (STTC) in Yambio, the Sustainable Agriculture Programme in Riimenze and the Good Shepherd Pastoral Centre (GSPC) in Kit, Juba. Lastly, it has an administration office in Juba.



Job Title	Senior Finance Officer
Reports to	Finance Manager
Duty Location	Juba
Open to	Preference for South Sudanese citizens
Terms of Employment	As stipulated in HR Manual of Solidarity with South Sudan.

<p>Main Functions of the Senior Finance Officer</p>	<p>Financial Data Management:</p> <ul style="list-style-type: none"> ○ Responsible for data input into QuickBooks for 3 field offices, including the preparation of monthly bank reconciliations for these units. <p>Audit and Reporting:</p> <ul style="list-style-type: none"> ○ Assist in external audits and ensure the implementation of all audit recommendations in collaboration with the Principals/Administrators of all offices. ○ Assist in the preparation of periodic donor reports as required, including writing and following up on field office visit reports. <p>Implementation of Financial Forms and Documentation:</p> <ul style="list-style-type: none"> ○ Facilitate the consistent adoption of all financial forms, across the organization. ○ Ensure finance assistants in the field offices obtain all requisite support documentation before recording any financial entry.
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Supervision and Compliance:

- Ensure compliance with the finance manual by finance assistants in the field offices during financial preparation.
- Oversee the maintenance and verification of all store records, ensuring that monthly physical stock counts are conducted, documented, and reconciled under the guidance of the Principal and Project Manager/Administrator.

Cash Management and Reconciliation:

- Ensure monthly reconciliation of all cash balances in each field office, including the conduct and documentation of a physical cash count, according to organization procedures.
- Promptly address and resolve any discrepancies noted, ensuring that outstanding items (e.g., cash shortfalls or surpluses) are resolved.

Documentation and Approval Processes:

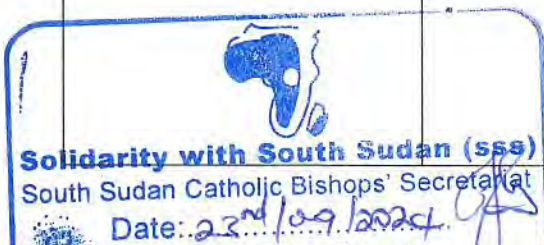
- Implement and enforce a robust documentation process, according to office procedures
- Ensure that all project-related documentation is verified and signed by the appropriate authority.

Asset Management and Reporting:

- Oversee the compilation of an asset register and inventory list in all field offices,
- Supervise the filing of documents in accordance with the organization's filing system, and specific donor filing procedures, across all field offices.

Vendor Management and Procurement:

- Supervise the prequalification of frequently used vendors
- Oversee compliance with the organization's procurement policies and procedures.



	<p>Donor Reporting</p> <ul style="list-style-type: none">○ Prepare and submit all donor reports that will be required for the 3 field offices that will be under your jurisdiction. <p>Payroll</p> <ul style="list-style-type: none">○ Assist in the monthly preparation of the payroll for all staff in the organization○ Ensure that monthly reconciliation of the payroll is done <p>Contract Management and Compliance:</p> <ul style="list-style-type: none">○ Ensure all agreements, contracts, and Memorandums of Understanding (MOUs) are up-to-date and compliant with organizational policies, and that all financial documentation is properly filed and available for audit. <p>Additional Duties:</p> <ul style="list-style-type: none">○ Undertake any other duties as delegated by the supervisor.
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<p>Requirements</p>	<ul style="list-style-type: none">• A Bachelor's degree in Finance, Accounting, or a related discipline.• A minimum of 5 years of experience in financial management, preferably within a non-profit or international organization.• Strong knowledge of financial controls, asset management, and procurement procedures.• Excellent organizational and supervisory skills, with a keen attention to detail.• Previous experience in a similar role will be an added advantage.• The ability to work under pressure and meet strict deadlines.• This position entails regular travel to all field offices of the organization• Experience of working in a Church based organization will be an advantage.
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What to submit?	<ul style="list-style-type: none">• Handwritten or softcopy application;• Personal biodata with contact details;• Proof of Educational qualifications; and• Two work related references with their contact numbers; <p>NB. All academic Degrees and Certificates must be certified by the concerned authorities in the Republic of Sudan South and issuing country.</p>
Application Deadline	Thursday 15 th October 2024

Please send applications to: Quality Assurance Officer, Juba Office, Solidarity with South Sudan
Email to qualityam@solidarityssudan.org

Only the shortlisted candidates will be contacted for interview at a date to be arranged.

