



South Sudan Office: Palica Street, Hai Jerusalem, PO Box 144, Juba, South Sudan

International Headquarters: Via Aurelia 476 - 00165 Rome, Italy

JOB DESCRIPTION FOR Finance Officer – Juba Office

Position Location: Solidarity with South Sudan, Finance Office in Juba, South Sudan

Reporting Authority: Finance Manager

Employment Type: Full-Time

Role Overview:

The incumbent will be entrusted with the meticulous management and oversight of financial operations within Solidarity South Sudan. This role demands an individual possessing exceptional financial expertise, a strong attention to detail, and the capacity to enforce and implement rigorous financial controls across various operational levels. The Officer will be responsible for the accurate maintenance of financial documentation, asset management, and ensuring strict adherence to internal financial policies and procedures. The role necessitates a proactive approach to financial management, with a paramount focus on precision, transparency, and accountability. The position involves travel across the organization's establishments, including the Catholic Health Training Institute in Wau (CHTI), Solidarity Teachers Training College in Yambio (STTC), Sustainable Agriculture Program in Riimenze (SAP-r), and the Solidarity Pastoral Centre in KIT.

Key Responsibilities:

1. Implementation of Financial Forms and Documentation:

- Facilitate the immediate and consistent adoption of all financial forms, including payment requisition forms, across the organization.
- Ensure finance assistants obtain all requisite support documentation before recording any financial entry.

2. Supervision and Compliance:

- Ensure strict 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.

3. 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, signed off by a minimum of three individuals, one of whom must be the Principal.
- Promptly address and resolve any discrepancies noted, ensuring that outstanding items (e.g., cash shortfalls or surpluses) are resolved within one month of occurrence.

4. Documentation and Approval Processes:

- Implement and enforce a robust documentation process, ensuring that all forms bear a minimum of three signatories (Prepared by, Checked by, Approved by).
- Ensure that the Project Manager/Administrator signs off on all project-related documentation, particularly in the "Checked by" section.

5. Asset Management and Reporting:

- Oversee the compilation of an asset register and inventory list in all field offices, ensuring proper tagging and tracking in coordination with the Juba administration.



South Sudan Office: Palica Street, Hai Jerusalem, PO Box 144, Juba, South Sudan

International Headquarters: Via Aurelia 476 - 00165 Rome, Italy

- Supervise the filing of documents in accordance with the Solidarity with South Sudan filing system, including specific donor filing procedures, ensuring consistency across all field offices.
- 6. Vendor Management and Procurement:**
 - Supervise the prequalification of frequently used vendors, ensuring the process is completed in a timely and efficient manner.
 - Oversee the use of procurement forms, ensuring compliance with the organization's procurement policies and procedures.
- 7. Vehicle and Resource Management:**
 - Implement and monitor a motor vehicle log sheet for the management of all vehicles, ensuring accurate recording and control at the main gate.
 - Monitor store records for all non-inventory items, ensuring accurate documentation and proper delegation of responsibilities.
- 8. Contract Management and Compliance:**
 - 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.
- 9. Financial Data Management:**
 - Responsible for data input into QuickBooks for Solidarity Teachers Training College (STTC), Sustainable Agriculture Project (SAP-R), and Solidarity Pastoral Centre (KIT), including the preparation of monthly bank reconciliations for these units.
- 10. Audit and Reporting:**
 - 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.
- 11. Additional Duties:**
 - Undertake any other duties as delegated by the supervisor.

Qualifications:

- 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.

Other basic information

The position applies to religious, who are motivated by the mission statement of Solidarity with South Sudan.



South Sudan Office: Palica Street, Hai Jerusalem, PO Box 144, Juba, South Sudan
International Headquarters: Via Aurelia 476 - 00165 Rome, Italy

You will be living away from your home country and in a country, which is experiencing a fragile peace.

You will reside in an international and intercultural religious community of men and women.

In keeping with our surroundings, the standard of living practiced by Solidarity personnel is simple.

In our relations with local people and institutions we seek to encourage empowerment of others and to avoid practices that may promote dependency.

Conditions regarding health and other insurances, and other costs that may apply of members of religious congregations will be explored during the preliminary job interview.

Please send applications to: The Executive Director, Solidarity with South Sudan, email address:
executivedirector@solidarityssudan.org