



Job Advert: Finance Officer

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| Job Title: | Finance Administration Officer |
| Department: | Finance Department |
| Location: | Juba, South Sudan (with frequent travel to field locations) |
| Direct Reports to: | Finance Manager |
| Duration | 12 Months (Renewable based on performance and funding) |
| Job Purpose: | The Finance and Administration Officer supports the Finance Manager and Project Area Team in all aspects of financial administration, personnel management, finance, and logistics. This role ensures efficient financial operations, accurate record-keeping, and compliance with Peace Canal's procedures and donor requirements, contributing to the effective implementation of project activities. |

Key Responsibilities:

Cash Management & Payments:

- Administer the Office Cash Book, process payments, and ensure compliance with Peace Canal's financial procedures.
- Handle petty cash transactions, supplier payments, and reconciliations.
- Prepare cash requests for project activities and office administration.

Financial Reporting & Documentation:

- Enter financial data into QuickBooks and ensure proper filing of financial documents.
- Prepare payment vouchers, receipts, and ensure payments align with budget and procedures.
- Verify completeness and accuracy of financial documents (e.g., purchase orders, quotations, bid analyses, and invoices).
- Ensure timely submission of accurate monthly financial reports to the Finance Manager.

Budget & Donor Compliance:

- Support budget preparation, monitoring, and donor reporting in accordance with project management procedures.
- Monitor financial transactions for compliance with donor and Peace Canal regulations, especially procurement guidelines.
- Assist in preparing budget revisions and donor financial reports.
- Organize, archive, and maintain quality documentation per Peace Canal's policies.



Reconciliation & Cash Flow Management:

- Reconcile cash balances, manage liquidity, and prepare financial transactions.
- Follow up on project-related receipts and payments.

Qualifications & Experience:

Education:

- Diploma/Certificate in Business Administration, Accounting, Finance, or a related field.
- Professional accounting qualifications (e.g., CPA, ACCA) are an added advantage.

Experience:

- Minimum of 2 years of accounting experience, preferably in an INGO setting.
- Strong knowledge of Microsoft Excel and QuickBooks.
- Experience working with local partners, NGOs, and government agencies is preferred.

Skills & Competencies:

- Proficient in Microsoft Office applications (Excel, Word).
- Strong analytical, organizational, and multitasking abilities.
- Excellent written and verbal communication skills.
- Attention to detail and high accuracy.
- Fluency in written and spoken English (Arabic is an added advantage).
- Ability to work independently, handle pressure, and meet strict deadlines.

Behavioral Attributes:

- Proactive, adaptable, and takes initiative.
- Respectful, professional, and culturally sensitive.
- Aligned with the mission, vision, and values of Peace Canal.

Application procedure

Interested applicants can submit their application (max. four pages) in English, including copies of certificates/ diplomas, national ID, providing names of three referees and a telephone contact.

The applications are to be submitted to: **Imatong Employment Solutions**

Online at <https://imatongemploy.com/job-application-form/>

Hard copies may be dropped to the Imatong Employment Solutions office in Thong Ping. Please contact +211 921 277 383 for directions.

Applications should not reach later than **14th May 2025 at 5pm.**

Only short-listed candidates will be contacted. Qualified females are strongly encouraged to apply.

