



Job advert

Position: Finance Coordinator, budgeting and reporting
Report to: Senior Finance Manager
Location: JUBA, with travel to other RI field offices in South Sudan

50-H-3
Approved by A/Direct
MOL/RES/7
30/03/2026



Overview

Imatong Employment Solutions (IES) is a South Sudanese human resource company, registered and operating in South Sudan since 2015. We are working together with Relief International to identify a qualified South Sudanese professional for the role of Finance Coordinator, budgeting and reporting.

Relief International is a leading nonprofit organization working in 20 countries to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises and chronic poverty. Relief International combines humanitarian and development approaches to provide immediate services while laying the groundwork for long-term impact. Our signature approach, which we call the RI Way, emphasizes local participation, an integration of services, strategic partnerships, and a focus on civic skills. In this way, we empower communities to find, design and implement the solutions that work best for them.

Position Summary

The Finance Coordinator, budgeting and reporting, is responsible for managing RI's Finances, supporting field offices by supervising and assisting Officers/Assistants in ensuring all financial transactions for the Country Program are accounted for and documented accurately. He/she will assist Sr Finance Manager in ensuring that RI accounting procedures are followed and budgets are adhered to as per the donor and GSO reporting requirements and deadlines are met, cash is controlled and accounted for promptly and in accordance with RI donor and audit requirements. The Finance Coordinator, budgeting and reporting is expected to support smooth project implementation while adhering to the protocols and operating procedures of the organization.

ESSENTIAL RESPONSIBILITIES AND DUTIES

Financial operations

- Supervise finance operations to ensure adequate support is provided to field teams, ensure adequate structure and capacity in field offices to provide effective support to programs.
- Proactively identifies and acts upon deficiencies and areas for improvement in the Finance team, providing training and other capacity-building where necessary to ensure that capacity is continuously developing.





- In coordination with operational team, supports the tracking and monitoring of procurements and expenditures, office purchasing, inventory, and requisition system.
- Monitor cash balances in the field offices to ensure adequate reserves at all times

Financial Management

- Review & approve transactional data entry in NetSuite financial system.
- Prepare, review and verify monthly financial accounts (Balance Sheet Accounts) of the country office.
- Manage bank relations and ensure positive engagement and service delivery.
- Ensure the Financial Documents are received on time from the Field Offices.
- Ensure that all accruals for the Projects ending are submitted to Finance Manager for approval and are booked in NetSuite within the liquidation period of the Project.
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Budgeting and Grant management

- Work with the Senior finance Manager to ensure that RI grants are implemented based on donor regulations
- Monitor RI grants and advise program team on the spending to avoid over/under spent of the project
- Assist Sr finance Manager to maintain proper records of all budgets.
- Monitor the program budgets and expenditure in the BVA.

Donor Reports and proposals

- Assisting the Sr Finance Manager in the preparation of the budget proposals
- Assist the Senior Finance Manager in the preparation of timely donor reports as per the donor agreements & contracts.

Donor Compliance

- Ensure that grants are implemented in compliance with RI and relevant donor regulations
- Train and support program staff on donor compliance, and budget monitoring, and Grants management.
- Periodically visit to all Field Site to check documentation and ensure compliance with donor and RI regulations
- Train and support Finance & Program staff on donor compliance, budget monitoring, and Grants management.





Policy and procedures

- Ensures compliance to RI policies and procedures.

Financial Systems

- Supervise the use and controls around the NetSuite financial systems.
- Provide training and capacity enhancement to finance teams.

Internal control

- Ensure adequate internal control is maintained and enforced in the country office finance practices.
- Enforce adequate segregation of duties and counter controls for the field offices to provide adequate oversight of the organization's assets

Other

- Understand and adhere to Relief International established policies and procedures for administration, finance, procurement, data management and beneficiary data protection, child protection, Code of Conduct (including Sexual Exploitation and Abuse and Harassment) and security management;
- Be flexible and willing to support the team as needed.

QUALIFICATIONS & REQUIREMENTS

This position demands a dynamic individual with a demonstrated ability to achieve results in a demanding and fast paced environment.

- Bachelor's degree in accounting, business management or similar first level degree required. Advanced university degree in Finance, Accounting or certification with professional accounting body - ACCA/CPA preferred;
- A minimum of 5 years' experience as finance supervisor / lead position and 3 years with international non-profit agencies. US government funded grants financial and administrative management experience preferred;
- Excellent financial and analytical skills;
- Excellent communication and drafting skills for effective reporting on program financial performance;
- Ability to manage a financial/monitoring team and demonstrate leadership;
- Ability to operate in a cross-cultural environment requiring flexibility;
- Familiarity with the aid system, and understanding of donor and governmental requirements;
- Experience managing consortium grants will be an asset;
- The candidate must be detail-oriented and able to work independently;





RI Values:

We uphold the Humanitarian Principles: humanity, neutrality, impartiality, and operational independence. We affirmatively engage the most vulnerable communities. We value:

- Inclusiveness
- Transparency and Accountability
- Agility and Innovation
- Collaboration
- Sustainability

Application Process

Interested South Sudanese candidates are asked to provide their current CV and cover letter expressing their motivation for applying and their relevant experience/expertise, and copies of academic certificates.

The applications are to be submitted to:

Online at <https://imatongemploy.com/job-application-form/> which can be also found at www.imatongemploy.com

Hard copies may be dropped to the Imatong Employment Solutions office in Thong Ping, Juba.

Please contact +211 921 277 383 for queries.

Applications will be reviewed on a rolling basis as soon as they are received. Interested candidates are strongly encouraged to apply as early as possible and no later than 20th April 2026 at 5pm.

We appreciate the time and effort all applicants invest in applying for this position. However, due to the volume of applications, only shortlisted candidates will be contacted.

RI is an Equal Opportunity Employer - EOE/M/F/D/V.

