



50-H-3
moh
Approved
19/01/2023

THE LUTHERAN WORLD FEDERATION, WORLD SERVICE
SOUTH SUDAN COUNTRY PROGRAM



Position type: Finance officer

Number of Position: One

Duty Station: Juba

Contract type: Fixed term.

Reports to: Finance Manager

Employment start date: March

Advert Closing deadline: 7th February 2023

JOB ROLE:

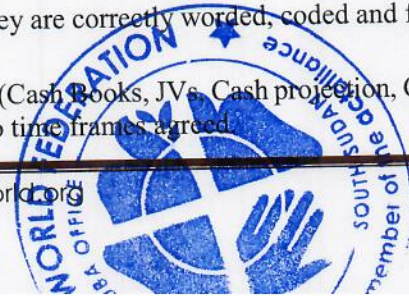
Under the guidance and direction of the Finance Manager, the finance Officer substantially contributes to the effective management of LWF Accounting and ensures that the implementation of financial related activities and maintaining accounting records, in accordance with established LWF South Sudan guidelines and procedures.

BACKGROUND:

The Lutheran World Federation/Department for World Service (LWF/DWS) South Sudan Programme was established in 2009 and strives to provide humanitarian assistance (emergency/relief, rehabilitation and development work) to refugees, IDPs, returnees, host community and other vulnerable communities to enable them meet their basic human rights and needs in line with its vision and mission statements, and core values. The activities of LWF include education, child protection, food security, emergency, community protection and capacity building of local authorities and community members. LWF Currently works in 5 of the 10 states of South Sudan including Central Equatoria, Eastern Equatorial, Jonglei, Upper Nile and Unity.

KEY RESPONSIBILITIES:

- Assist in ensuring smooth functioning of the Finance department and portray professionalism in administration, cash handling, filing and documentation.
- Manages day to day petty cash for Juba Office
- Checking payment and receipts vouchers to ensure that they are correctly worded, coded and fully approved as per the LWF project codes.
- Ensures the timely, accurate and relevant financial reports (Cash Books, JVs, Cash projection, Cash counts etc) are submitted to finance Manager according to time frames agreed.



- Make sure that all supporting documentation is prepared and filed according to LWF procedures.
- Uphold the financial management systems that are in place to allow for the smooth implementation of LWF programmatic work.
- Assist in the implementation of approved projects within the agreed budgets and subject to the availability of funds and ensures timely reporting.
- Assist in ensuring close and complementary working relations of finance and program units.
- Assist in ensuring efficient financial management of the program activities and administration, and ensuring that the financial transactions are conducted in accordance with the relevant LWF SS priorities and procedures.
- Perform any other relevant duties that may be assigned from time to time by the Finance Manager

Qualifications and Experience:

- Bachelor's Degree in Accounting, Bachelor of Commerce or Business Administration (Accounting or Finance option)
- Computer literacy and proficiency in accounting software package(s). Excellent computer skills (advanced Excel required)
- Preferably a minimum of 2 years' experience in working with International NGOs
- Should possess good record keeping and report writing skills
- Should be self-driven, willing to work long hours and able to multi task and work with minimum supervision
- Should be flexible, innovative, a team player with good interpersonal skills
- Able to work under pressure with competing deadlines in a demanding and challenging working environment
- Ability to work with people of diverse culture



Application Process

- All applicants must send their application letter and updated CV and supporting documents to the Human Resource office in Juba Recruitment.southsudan@lutheranworld.org, or Hand delivery
- Applications by email should come with the subject '**Application for Finance Officer**'. Emails or applications that don't have that in the subject box will not be considered. Due to the urgency of this position LWF shall be shortlisting on a rolling basis.

Female candidates are encouraged to apply. Only shortlisted candidates will be called for interviews.

Child Safeguarding:

LWF is a child safe organization and is fully committed to promoting the realization of children's rights including the right to protection from violence and abuse. We therefore, have particular responsibilities to children we work and come into contact with to keep them safe from any harm or risk. In line with LWF policy, any appointment is contingent on thorough criminal record checks.

