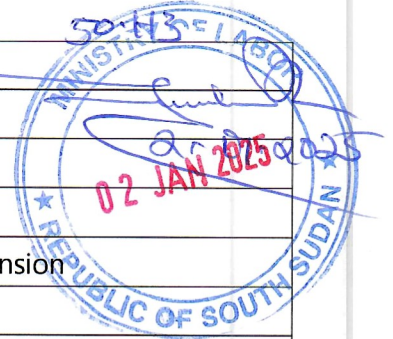




## Charity and Empowerment Foundation

### Job Vacancy

Job Title	Finance Officer
Number of positions	One (1)
Duty Station	Juba
Reporting to	Executive Director
Duration	Six (6) Months with Possible Extension
Position opened for	South Sudanese Only
Desired Start date	March 1, 2025
Advert started	January 2, 2025
Advert ended	January 21 <sup>st</sup> , 2025



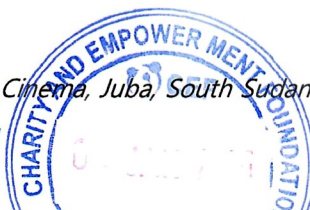
### Background

Charity and Empowerment Foundation (CEF) is national nonprofit organization established in 2017 to address the most urgent and pressing needs of the people of South Sudan. The aim of forming CEF is to empower communities to improve their healthy living conditions, fight poverty, eradicate illiteracy and discrimination against women. By following its mission, CEF is looking for experienced Finance Officer who will oversee the financial operations of the organization and ensure timely and accurate financial reports and practices including cash management, payroll, financial disbursements, ledgers preparation.

### Duties/Assignments:

The Finance Officer will:

- Oversee the financial operations of the organization and ensure timely and accurate financial reports and practices including cash management, payroll, financial disbursements, ledgers preparation, etc.



- Responsible for entering financial information into the finance system and maintaining all financial records for projects and for the organization.
- Manage financial control, prepare and analyze budgets, develop financial reports, and make recommendations to the organization on budget expenditures.
- Monitor the expenditures to ensure that program funds are utilized appropriately by the close of the fiscal year.
- Provide orientation and training to the organization staff on cost-effective management.
- Ensure that all financial reporting is completed on time and submitted to donors.
- Oversee the financial audits of all projects of the organization.
- Provide financial inputs for proposal development
- Responsible for payment of staff salaries, contractors, and volunteers
- Take other responsibility assign to her/him by the Executive Director



### Desired Qualification

- Bachelor's degree in business administration (Accounting and Finance) or related Specialization. Holders of **CPA** will be highly considered.
- Five years of experience working with the Finance department of an international or national humanitarian organization.
- Ability to work independently.
- Ability to develop budget for the project.
- Ability to track expenses and reconcile financial transactions.
- Ability to monitor project budget and expenditure.
- Ability to coordinate with other departments within CEF.

### Desired Skills

- Strong interpersonal skills and demonstrate ability to establish effective working relations with staff, beneficiaries, and other stakeholders.
- Ability to plan, organize, implement, and report on time.
- Demonstrate ability to liaise with partners, local authorities, and community.
- Ability to strictly observe and respect the code of conduct of the organization.
- Must be fluence in English.

### How to apply

Qualified applicants should submit their applications, resumes, copies of certificates, and nationality certificate ID to HR Officer, Charity and Empowerment Foundation, 1<sup>st</sup> Floor, Yaro Plaza, Addis Ababa

1<sup>st</sup> Floor, Yaro Plaza, Addis Ababa Road, Hay Cinema, Juba, South Sudan. Tel: +211929991080; Email: [admin@cef-ss.org](mailto:admin@cef-ss.org). Website <https://cef-ss.org>



Road, Hai-Cinema, Juba. Or sending them via [cef.jobs@cef-ss.org](mailto:cef.jobs@cef-ss.org) by **January 16, 2025, at 5:00 PM CAT**. Your email subject must be **Application for Finance officer Position**.

**Only shortlisted candidates shall be contacted.**

*Women candidates are strongly encouraged to apply.*

