

JOB DESCRIPTION.

Job Title:	Finance Officer
Location:	Sudan based in Uganda
Reporting to:	Finance Manager
Management responsibility (if applicable)	Matrix management of the office Administrative Assistant
Type of position:	National Position
Grade and Salary:	A Competitive NGO salary
Contract terms and hours:	Fixed Term -12 months (renewable subject to funding availability and good performance) Standard working week is 37.5 hours a week
Background Saferworld is an independent international organisation that works to prevent and reduce violent conflict and promote co-operative approaches to security. We work with people affected by conflict to improve their safety and sense of security, and conduct wider research and analysis. We use this evidence and learning to improve local, national and international policies and practices that can help build lasting peace. Our priority is people – we believe in a world where everyone can lead peaceful, fulfilling lives, free from fear and insecurity. We are a not-for-profit organisation operational in over 10 countries across Africa, Asia and the Middle East. Saferworld has worked in the region since 2000 and has offices in Kampala, Khartoum, Nairobi, Juba and Hargeisa. Our work focuses on improving governance, ensuring safety and security services are responsive to people's needs, and reducing violence related to elections, land, access to small arms and light weapons, power and resources. This is an exciting opportunity to join Saferworld's team in Sudan. This role will contribute to Saferworld Sudan's effective financial management Saferworld is committed to providing a safe and trusted environment that safeguards our staff, partners and communities. Our organisational integrity is derived from the values and principles that underpin and guide our work.	
Job purpose: - Reporting to the Finance Manager, the Finance Officer will contribute towards ensuring smooth and efficient management of the financial systems. - The Finance Officer will support the Finance Manager, Finance Coordinator and other team members in operating a strong financial control environment in Saferworld Sudan office, including maintaining comprehensive and accurate financial records and other bookkeeping and banking tasks.	
Roles and responsibilities: 1. Receive and process payments for suppliers, staff and any other providers of goods and services to the Organisation - Process staff payment requests, supplier, service providers' invoices ensuring compliance with Saferworld and donor agencies rules and regulations. - Review payment supporting documents to ensure that they are in line with authorisation levels & structure, tax invoices match purchase orders, delivery notes and goods received notes. - Share payments status update with all staff each week + follow up with staff on any unprocessed payments. - Upload all bank transactions for payment on a regular basis to aid timeliness in making payments - Compile Journal Imports ready for review and upload to SUN system. - Prepare SharePoint + GL reference + Bank reconciliation report on a monthly basis - Carry out GL account and budget code consistency checks to close each month.	

2. Carry out Bank reconciliations for all bank accounts:

- Bank Reconciliation Reports for ledgers 1209, 1207, 1223, 1200, 1201, 1224 are submitted on a monthly basis.
- Investigate and follow up on all reconciling Items immediately at each month-end.
- Pass adjusting FX entries for all bank ledgers at the end of each month.

3. Petty Cash Management:

- Prepare and upload all Petty Cash vouchers to SharePoint on a monthly basis.
- Prepare Petty Cash Journal Import for review before posting.
- Prepare and upload Petty Cash Count certificates for all Petty Cash ledgers

4. Balance Sheet Control account reconciliations:

- Prepare and update monthly ledger schedules, Accruals, Staff advances
- Reconcile the WHT ledger and File WHT before the 15th of each month.

5. Audit Support:

- Retrieve and upload all audit samples timely.
- Prepare all third-party confirmations timely.

6. Perform other relevant tasks assigned by Management.

- Contribute towards the review and development of the projects internal controls and accounting system to support the project's continuous improvement initiatives.

Key working relationships

Programme Teams, Finance Office UK, Human Resource and Operations Team,

Scope and accountability

Decision making and limits of authority	• As per Saferworld existing authorisation matrix in the finance manual
Financial resources	• N/A
Other resources	• None
People management	• None
Legal, regulatory and compliance responsibility	• Ensure compliance to policies, procedures and practices in the organisation • Ensure compliance with national legislation. Where there is contradiction, seek guidance

Person specification**Knowledge, qualifications and experience**

- A Bachelor's Degree in commerce, business administration, business studies or management with specialisation in finance or accounting.
- Should have full qualification of ACCA or CPA
- Understanding of NGO operating procedures and requirements.
- At least 3 years' experience of working in finance, administration and/or procurement in a relevant field in NGOs or INGOs.
- Sound knowledge of accounting procedures and principles.

Skills and abilities

- Excellent computer skills, specifically in Microsoft excel.
- Experience of using accounting software especially, QuickBooks, SUN system.
- Fluency in English (written and spoken)
- A positive problem-solving approach
- Good inter-personal and team-working skills
- A willingness to promote the work of Saferworld and develop collaborative work with others
- A commitment to working in a non-partisan manner
- A commitment to learning and being open to new ideas and approaches

Personal qualities

- Commitment to and compliance with Saferworld's safeguarding principles
- Commitment to respect and value equality and diversity, and understanding of how this applies to own area of work
- Commitment to own continuing personal and professional development
- Commitment to the vision, mission and values of Saferworld

Other requirements

- The post requires working closely with the Uganda and Sudan team members and our partners under the guidance of the Finance Manager, and Finance team in London.

Application process

- Apply through our vacancy portal on our Saferworld [Jobs website](#)
- Upload your CV and a covering letter addressing the person specification and why you feel your experience matches the requirements of the role.
- **Closing date for applications:** 24 August 2026