

50.11.3  
Approved  
M. L. Hassan

**JOB ADVERTISEMENT**

Finance and Admin Officer- Country

South Sudan



SNV Netherlands Development Organization is an international development organization under Netherlands law with statutory seat in The Hague. SNV is registered with the GoSS Ministry of Legal Affairs and Constitutional Development to build and support the capacity of local actors to in addressing WASH, Agriculture and Renewable energy issues including good governance, Gender, livelihood, health and monitoring and Advocacy. In South Sudan SNV has been operating in the since 2005 in Eastern Equatoria State and has expanded its activities to date to Northern Bahr el Ghazal States, Warrap, Jongelei, Lakes, Central Equatoria.

SNV now wishes to recruit an experienced Finance and Admin Officer for its Country Programme.

Typical Job Titles in cluster
Finance Officer – Country

Typical Reporting Lines
Reports to the Country Director
Manages Logistic Officer and/or other support staff and <i>functionally manages Accountants/GSOs</i>

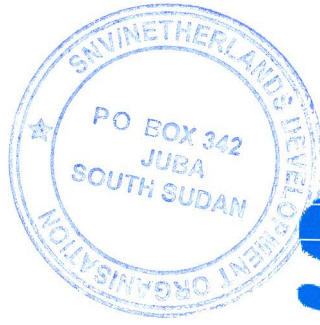
Purpose of the Job
Check, consolidate and report on financial and non-financial data in the country and portfolio administrations, within the regional and global financial guidelines and directions, partnership / funding requirements, accounting and reporting regulations using data and input from regional Administration Center and General Support Officers, aimed at a complete and up to date insight on the (financial) performance of the country and portfolios

Result Areas	Results
<b>Key Activities</b> <b>Finance Strategy for region and country</b> Contribute to the formulation of the Financial and ICT strategy of the region, translate business requirements in Finance functional requirements for the country, balancing country interests, relevant regulation and corporate and regional standards and guidelines, and develop country Finance strategy as well as contribute to development of the country strategy and management agreement	Clear, consistent and actual financial policy for the country
<b>Management and Financial Advice</b> Support, asked and unasked, management with advice on the Financial management and performance indicators and related legal issues in order to support in business decisions and act as an effective business partner within the country	Enhance decision making on financial issues within the organization
<b>Finance Pillars</b> Ensure control, monitoring and execution of all financial and related activities within the country, like yearly budgeting, administration, planning & control, ICT, procurement and logistics in line with all applicable legislations and regulations, applicable guidelines and strategies and management agreements (see as well '5 pillars' below)	Complete, coherent, reliable and cost efficient financial and related activities and processes

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**Management Reporting**

Collect, review and analyze and interpret (trends in) financial and non-financial data, draft financial and administrative reports on country/portfolio/fund/donor financial and non-financial indicators, using the corporate and regional reporting formats and within guidelines of the regional controller

Accurate insights on (financial) performance of the country enabling strategic decision making



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<p><b>Management of Team</b> Develop and innovate work methods and procedures, manage budget and lead and/or participate in relevant projects as well as organize, recruit, develop and motivate staff of own team</p>	<p>Efficient and effective work processes and sufficient, qualified and motivated staff</p>
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Finance Pillars	Results
<p><b>Financial Planning and Control Cycle</b> Prepare and communicate on budgets, formulate, communicate and monitor procedures, guidelines and work instructions for financial administration for the portfolios , within the guidelines of the regional controller and corporate standards</p>	<p>Coherent country planning and control aligned to corporate and regional standards</p>
<p><b>Financial Administration and Accounting</b> Check and consolidate financial data for the country/portfolios/funds, ensure processing of accounts payable and accounts receivable, tax related requirements, carry out reconciliation of administrations, manage the ledger accounts as well as manage and maintain cash and liquidity levels, aligned to financial regulations, SNV financial standards and guidelines of the Regional Controller, and ensure relevant registration and documentation and archiving</p>	<p>Complete, timely and correct registration, administration and processing of financial data of the country as basis for reporting and decision making</p>
<p><b>Information Services</b> Provide financial data and analyses to relevant internal and external parties as input for further decision-making and handling as well as answer questions regarding financial administration and data, based on requests and (corporate or regional) procedures as well as monitor the delivery of ICT services within the country, based on the Service Level Agreement with the external service provider and corporate ICT services</p>	<p>Adequate and effective information provision ICT services delivery up to defined services level</p>
<p><b>Internal Control</b> Conduct internal compliance and control assessments, identify and address risk areas and implement measures to minimize the risk of irregularities, coordinate audits, based on corporate and regional compliance and audit procedures and in consultation with regional controller and country management team</p>	<p>Provision of well-founded insights into potential financial risk areas Contribution to risk mitigation Increased reliability of financial systems</p>
<p><b>Logistics and Purchasing</b> Analyze major investments and cost accounts, ensure, oversee and approve on procurement and maintenance of equipment, assets and means of transport, and the relevant contracts and leases as well as logistics and travel arrangements, balancing user requirements and business needs and budget, and aligned to corporate procurement guidelines and authorization levels</p>	<p>Cost efficient and safeguarded procurement processes in the country Cost efficient and effective logistics and travel arrangements</p>
<p><b>*Incase no Logistic Officer position exists in the country, the FO may also be accountable for facility management and office management related activities (see logistic officer profile for more info)</b></p>	

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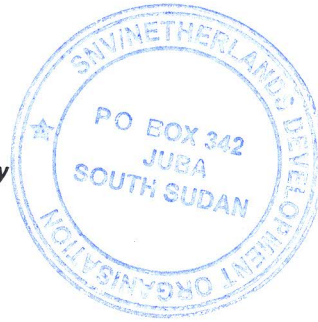
Level indicators	Finance Officer I	Finance Officer II	Finance Officer III
<b>Know How</b>	Well-seasoned level of financial professional, with strong experience in Finance and full understanding of the core processes. Acts as discussion partner on country level for financial matters.	Well grounded, middle seasoned level of financial professional, with experience in Finance and understanding of the core processes.	Basic finance position, typically occupied by a recent graduate with a degree or equivalent, or a longer term employee with an administrative background. Work requires a basic understanding of the core processes and guided application of well defined techniques and procedures.
<b>Complexity</b>	Gives input to the development of the regional Finance strategy, translates the Finance strategy and principles to own country to more detailed approach, identifies and acts on bottlenecks. As member of CMT contributes to the development of the strategy of the country, understands impact of strategy changes on Finance strategy, acts as financial sparring partner in MT, and advises CMT on financial matters. Provides financial and administrative reports to CMT and RMT. Sets and ensures implementation of procedures, guidelines and work instructions for financial administration of portfolios and carries out, optimizes and oversees the financial accounting within the	Is able to translate the regional Finance strategy and principles to more detailed approach on the country level and identifies and acts on bottlenecks, and proposes financial policies to the region based on daily practice. Review is mainly after the fact. Is member of CMT, translates country strategy into financial plans and advises CMT on financial matters. Provides financial and administrative reports to CMT and RMT and advises CMT on financial matters. Sets and ensures implementation of procedures, guidelines and work instructions for financial administration of portfolios and carries out and oversees the financial accounting within the country.	Work generally follows well defined and established procedures and patterns. Review in progress and at completion. Occurring problems are either solved based on guidelines or in consultation with the Controller / Director / more experienced senior Finance Officer. Executes accounting at the country level and provides (drafts) financial and administrative reports. Supports others in developing (parts of) new procedures, policies and guidelines when asked.



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Level indicators	Finance Officer I	Finance Officer II	Finance Officer III
	country.		
<b>Supervision</b>	Supervises team of logistic officers and other staff. Functionally manages GSOs.	Supervises team of logistic officers and other staff. Functionally manages GSOs.	Supervises limited number of staff. Functionally manages GSOs.
<b>Impact</b>	Acts on a large and/or complex country level. Is a sparring partners for CD for financial matters. Contributes to the development of the strategy of the country. Acts on country level within the strategy and principles as defined on regional level. Supports more junior financial officers in other countries. As a member of CMT and advisor to CD, has a contributory impact on the country performance.	Acts on a mid-sized or normal complexity country level. Acts with more independence than the level III. Acts on country level within the strategy and principles as defined on regional level and with regular consultation with the Regional Controller. As a member of CMT and advisor to CD, has a contributory impact on the country performance.	Acts on (small) country level and with guidance of the Regional Controller and/or Country Director or a more senior Finance Officer. Function does not cover all 5 pillars and is more administrative in nature. Has a contributory, indirect impact.

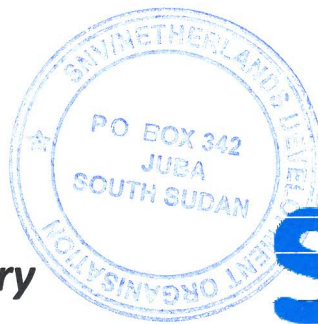
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SNV Requirements			
	Finance Officer I	Finance Officer II	Finance Officer III
<b>Basic requirements</b>	<p>Conceptual working and thinking level with several years of experience in finance                      OR Higher vocational working &amp; thinking level with many years of experience in finance                      Practical &amp; applied knowledge level                      Well grounded, well-seasoned financial professional, with full understanding of the core processes</p>	<p>Higher vocational working and thinking level with several years of experience in finance                      Practical &amp; applied knowledge level                      Well grounded, middle seasoned financial professional, with understanding of the core processes.</p>	<p>Higher vocational working and thinking level with some years of experience in finance                      Practical &amp; applied knowledge level                      Middle seasoned financial professional, with basic understanding of the core processes.</p>
<b>Core characteristics</b>	<p>Web: 2                      Heart: 3                      Question mark: 2                      Fish: 2                      Exclamation mark: 2</p>	<p>Web: 3                      Heart: 3                      Question mark: 2                      Fish: 3                      Exclamation mark: 3</p>	<p>Web: 3                      Heart: 3                      Question mark: 3                      Fish: 3                      Exclamation mark: 3</p>



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## Finance Officer Country Country Specific Part

Job specific information	
Data	
<b>Region</b>	ESA Cluster (East and South African States)
<b>Country</b>	South Sudan
<b>Job title + job level</b>	Finance Officer-Country I
<b>Internal job title</b>	Finance Officer-Country
<b>Job holder</b>	Replacement
<b>Reporting to</b>	CD and functionally Field Finance Officer & ESA Administrator
<b>Form filled in by</b>	<i>Finance Officer-Country (Current)</i>

Result Areas	
Key Activities	Results – further explained or exemplified
<b>Result area</b>	N/A
<b>Result area</b>	N/A
<b>Result area</b>	N/A

Level indicators	
	Level indicators – further explained or exemplified
<b>Know-how</b>	<i>Generally Accepted Accounting principles and Internal Control Procedures</i>
<b>Complexity</b>	<i>Ability to work in complex and fast changing environment</i>
<b>Supervision</b>	<i>Leadership and Managerial skills</i>
<b>Impact</b>	<i>Smoothened processes and procedures in line with Policy</i>

SNV requirements		
	SNV requirements – further explained or exemplified	
<b>Basic requirements</b>	<i>Bachelor of Commerce or Business Administration (Accounting) and Post Graduated Qualification an added Advantage</i>	
<b>Additional requirements</b>	<i>Fully Certified Public Accountant (CPA) or 2<sup>nd</sup> Level ACCA. The position is ONLY open to South Sudanese Nationals irrespective of gender.</i>	
<b>Core characteristics</b>	Web	N/A
	Heart	N/A
	Question mark	N/A
	Fish	N/A
	Exclamation mark	N/A



***How to Apply:***

*Applications should be accompanied by an updated CV, covering letter with at least three suitable referees with their day telephone contacts. Application for any of this position should be submitted either electronically to [BMargret@snvworld.org](mailto:BMargret@snvworld.org) ; [iamos@snvworld.org](mailto:iamos@snvworld.org); [fmakoni@snvworld.org](mailto:fmakoni@snvworld.org) (NB send to all Please!)*

*The closing date for applications is 10th January 2016. Please note that, we will be reviewing the applications as they come and interviews are expected to be done mid-January 2016.*