



VACANCY ANNOUNCEMENT – FINANCE & ADMINISTRATIVE OFFICER (FAO)

(Deadline Monday February 26, 2017 17:00 hours EAT)

Background

ICCO Cooperation is a Dutch organization founded in 1964 and implementing programs with partners in Central, Eastern and Southern Africa since the 1980s. ICCO seeks to hire a Finance and Administrative Officer for its office in Juba, South Sudan. ICCO currently implements emergency programs in Torit, Magwi, Unity and Jonglei States. ICCO together with the local partners are working towards improving livelihoods and protection of the vulnerable populations affected by the crisis against hunger, malnutrition and diseases.

- Job title:** Finance & Administrative Officer (FAO)
- Job summary:** The FAO is responsible for providing efficient financial and administrative support to the Country office operations and country Programs
- Reports to:** The FAO technically reports to the Finance Officer/Administrative Manager (FOAM) and administratively to the Country Manager.
- Duty station:** Juba, South Sudan
- Position type:** locally recruited
- Contract type:** Fixed term contract – 9 months contract with possibility of renewal based on availability of funds
- Salary:** Grade IV of South Sudan salary scale





Duties and responsibilities

Budget preparation and monitoring

- Support the FOAM in the preparation and submission of annual budgets.
- Prepare monthly budgetary control statements to determine financial performance of the relevant Programme and individual projects.
- Compile monthly liquidity requests & cash flow projections/forecast on a monthly basis for review and approval by FOAM and financial controller by the 5th of the month
- Assess potential partner / co-implementer proposal budgets.

Financial Administration

- Review the codes on the payment requisitions before entry into Finance system and
- Review of staff accountabilities like travel accountabilities, entry in the system and reconciliation on a monthly basis
- Process payments through the electronic banking system and by cheque.
- Implement and maintain an effective filing system to ensure that all financial records are easily accessible and readily available.

Finance System

- Check the correctness of coding, completeness of financial documents and review the payments prior to posting to the Financial system
- Verification and certification of accurate transactions in accordance with the standard guidelines
- Post financial expenditures in the system and compiling monthly expenditure reports, analyses the reports and present it to the FOAM for discussion

Payroll processing

- Process payroll monthly and ensure that statutory deductions (staff PIT are remitted to the relevant authorities, printing and filing necessary reports
- Process automatic payment of staff salaries on 25th day of the month (or nearest working day)
- Allocate codes and post payroll information to Financial System
- Reconcile the salary control account.



Bank management

- Act as a bank agent.
- Manage all bank and control accounts including performing monthly balance sheet reconciliations, following up on any reconciling items, and processing changes to bank accounts.

Audit Facilitation

- Facilitating both internal & external audits and the preparation of financial statements for auditors both office and donor audits.

Partner management

- Monitor partner/co-implementer compliance with all grants agreements, relevant policies and procedures on an on-going basis and follow up on any instances of non-compliance.
- Preparation of contractual payments and monitoring the realization of the payments through filing of receipt confirmations from the partners and consultants.
- Produce financial considerations & feed-back letters in response to financial or audit reports sent by partners, analyze their budgets as presented in the contract versus actual expenditure reports and cash flow forecasts. Seek explanations for variances, highlight potential problems and make recommendations where appropriate.

Project management Cycle

- Comply with the ICCO Cooperation's project management cycle, as regards to contracting and work closely with allocated program officers in this aspect.
- Ensure accurate Management & Support recoveries against Donor Projects.
- Prepare financial information for Back Donor reports including providing supporting documentations.

Key Result Areas

- Budget preparation and monitoring
- Financial Administration
- Finance System entry
- Payroll processing
- Bank management
- Audit Facilitation
- Partner management

Qualifications, skills and experience needed

- Essential – BA. Degree in accounting, a professional qualification in ACCA, CIMA, CPA or their equivalent is an added advantage
- At least 3 years working experience in a similar position with International NGO's and/or Business Institutions.
- Audit background would be an advantage



- Excellent computer skill (MS Office package) preferably Microsoft Dynamics or other web based accounting and similar systems.
- Proven experience in conducting hands-on trainings on accounting and web based accounting system.
- Strong financial background with knowledge of different funding modalities
- Extensive relationship management skills in both public and private settings
- Negotiation skills
- Good interpersonal & communication skills, including intercultural communication
- Excellent language skills in English
- Stress management and ability to multitask
- Analytical and problem solving skills

Competences:

- Self-motivated, innovative, pro-active and result driven
- Entrepreneurial and commercial thinking
- Focused, reliable and integrity
- Ability to work independently (plan, prioritize, meet deadlines, communicate) independently) but at the same time being a team player
- Ability to connect with people of different backgrounds.
- Affinity with the protestant character of ICCO and Kerk in Actie and ICCO's values and operating principles.

Working conditions

- 40 hours a week
- Travel to program areas as and when needed

All applications should be clearly marked: "**Finance & Administrative Officer (FAO)**".

How to apply: Please send your CV of not more than 3 pages, a motivational letter and contact details of 3 professional referees to central-and-eastern-africa@icco-cooperation.org as only email applications shall be considered and no email should exceed 2MB.

We thank all applicants for their interest but please note that only those short listed will be contacted and any form of lobbying will lead to automatic disqualification.