



**South Sudan
Red Cross**



JOB ADVERTISEMENT

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| Job title: | Finance and Administration Officer |
| Duty Station: | SSRC Juba Headquarter |
| Reports to: | Country Programme Manager |
| Opening Date: | 1/7/2019 |
| Closing Date: | 12/7/2019 |

ORGANIZATIONAL CONTEXT

The SSRC was established by law on 9 March 2012 with the SSRC Society Act, 2012. SSRC was formally recognised by the International Committee of the Red Cross (ICRC) on 18 June 2013, making it the 189th National Red Cross Society in the world. In November 2013 the SSRC was admitted into the International Federation of Red Cross Societies. SSRC's headquarters is based in Juba with a total of ten (16) branches – and a growing network of sub branches. There are currently over 250 SSRC staff members at the Headquarters and branches and approximately 10,000 volunteers across the country.

The society's work is guided by seven fundamental principles (humanity, impartiality, neutrality, independence, voluntary service, unity and universality) and by Strategy 2020, which voices our collective vision and determination to move forward in tackling the major challenges that confront humanity in the present decade. All our staff **MUST** abide by and work in accordance with the Red Cross and Red Crescent principles.

SUMMARY JOB PURPOSE

The purpose of the Country Finance and Administration Officer is to contribute to financial risk management, and provide the financial, logistics and administrative support needed for the Norcross South Sudan country office.

JOB DUTIES AND RESPONSIBILITIES

Strategic responsibilities

- Coordinate the financial and administrative functions of the country office in line with Norwegian Red Cross rules and procedures.
- Support, as necessary, Host National Societies' capacity building as required on financial management matters pertaining to operations and finance risk management.



Operational responsibilities

Budgeting

- Prepare the NFO budget in coordination with relevant Field Office staff.
- Perform budget analysis as and when required and revise the budget if relevant.

Accounting

- Daily accounting for the NorCross Field Office in compliance with NorCross Operational Manual, including the Finance and Accounting Manual (FAM) and the Regulations for Financial Control.
- Prepare and present monthly financial reports to the Country Representative/the Field Office management.
- Check that IFRC supplementary services invoices agree with supporting documentation, and file relevant correspondence herewith.
- For Field Offices also doing accounting for other Field Offices: Receive and control monthly expenditure overview, and supporting documents before posting this into Agresso.
- Filing of documents according to guidelines in the Operational Manual/Finance and Accounting Manual.

Reporting

- Prepare monthly reconciliations of balance accounts related to the Office. Ensure that the reconciliations are checked and signed by the Country Programme Manager and sent to HQ.
- Provide details of budget vs. actual expenditure to Country Programme Manager as and when required and give advice on financial matters to make appropriate decisions.

Compliance

- Ensure that the accounting is done in compliance with the relevant back-donor requirements on financial issues/financial management.
- Ensure that the accounting is done according to deadlines set by HQ. Together with the Country Programme Manager ensure control of the overall finance and accounting tasks at the NorCross Field Office. Inform HQ on any delays and/or changes.
- Prepare financial statements for interim and annual audit in line with the annual Audit Engagement Instructions from external auditor.
- Coordinate the interim and annual audit of all programmes accounted for via the Field Office.
- Support the Country Programme Manager in the implementation of internal and external audit recommendations (in accordance with the Field Office Plan of Action based on the Annual Management Letter).
- Communicate with auditors and national society to resolve any further issues of regional office and HQ on matters relating to audit.
- Communicate with Regional Office and HQ and obtain approval on the final Audit reports.

Monitoring

- Ensure that all project expenditure authorization process is as per approved Matrix.
- Ensure that all procurements are in line with Norcross policy and procedures at the point of clearing the payments.

- Review and analyse the monthly financial analysis report prepared and take appropriate measures to clear issues of concern raised by country managers/Case holders.
- Responsible for the review the NS returns, provide feedback where necessary to both country manager and the NS in the areas of concerns.
- Perform delegated responsibilities on all financial matters to ensure that internal control is in line and effective as required.
- Perform mid-year expenditure review against approved budgets.

Modality

- Ensure that programme advances to the NS are controlled and cleared with acceptable documentation and vouchers.
- Work closely with the National Societies/country finance officers to ensure timely and quality reporting of advances
- If required, provide support to the Regional Finance Manager in rolling out the new financial working modality within the supported NSs

If Cash Transfer:

- Monitor cash flow and keep Country Representative informed on liquidity.
- Check that invoices are in accordance with goods/services delivered and set conditions, and agree with supporting documentation (price quote, purchase order, goods received note etc.)
- Under direction from NorCross Representative, quality assures advice and support on budgeting and financial reporting from partners. Monitor and follow-up of finance/admin related issues.

Administration

- Assist the NorCross Country Programme Manager to ensure that NorCross Procurement guidelines, and if relevant further donor requirements, are adhered to (for procurement of goods and services) and alert Country Programme Manager / RO /HQ if this is not the case. Consult HQ logistics team when relevant.
- Update the inventory list for the Field Office plus NorCross residence every time there is a change, at least twice annually. Make sure that every item is properly tagged.
- Maintain and update the Office Specific Information form for the Field Office.
- Make travel arrangements including tickets, visas, hotel bookings, office correspondences, minor purchases for Field Office staff and visitors.
- If relevant, sit in/advise the Procurement Committee on major procurements in line with NorCross's Procurement Guidelines and donor requirements.
- Liaise with IFRC/HNS for HR, Admin and Logistics/Fleet related matters.

Human Resources

- Responsible for collection of time sheets from national staff of NorCross.
- Prepare bank transfer letter after review.
- Review the hiring request and ToR's from the requesting department, confirm budget availability and the list of people for the panel interview.

Treasury

- Prepare payments and ensure necessary signatures/approvals.
- Administer the petty cash according to NorCross's procedures.

Capacity building

- Develop capacity of the finance team of National society district through continuous monitoring and feedback on finance related queries.
- Perform other relevant duties as assigned

Collaboration

- Maintain and ensure efficient communication and coordination with the Country Programme Manager, the Regional Finance Manager, the Programme Finance Coordinator, the Accounting Unit and others, at the National Office on financial, administrative, logistic and HR issues.
- Cooperate with finance and admin personnel in other parts of the RCM in the country in order to minimize financial risk.

Qualifications, skills and knowledge

- Professional qualification in accounting (Chartered accountant, CPA or equivalent) Or A degree in accounting or Business Administration - accounting option.
- Advanced knowledge of accounting concepts, financial management and use reporting applications (e.g. Agresso and Advanced use of excel)
- Understanding of internal control and treasury management concepts
- Proven ability to engage discretely and tactfully with internal and external stakeholders.
- Advanced skills in computer productivity applications (Word, Excel, PowerPoint and Outlook)

Personal Qualifications

- Ability to work towards achieving objectives and results.
- Ability to convince and gain acceptance
- Ability to communicate effectively.
- Ability to be solution oriented

How to apply:

Interested applicants should submit their Cover letter, CV with 3 references, Copy of National ID and Certificates including day time telephone contact to Human Resources Department. Or by email: vacancy@ssdredcross.org please indicate the title of the position you are applying for in the subject line of your email.

Alternatively, applications can be hand-delivered to South Sudan Red Cross Headquarters. Plot #4, Block Ministries, Munuki Area, Juba

Please indicate clearly the position you are applying for on the back of your envelop.

You Must arrange your documents in the following sequence if not it will be disqualified.

1. Cover Letter
2. Curriculum Vitae {CV}
3. Copies of Certificates and National ID

Note: Only shortlisted candidates will be contacted for the interviews and all the photocopies are not returnable and will remain the property of SSRC.

Female Candidates are encouraged to apply