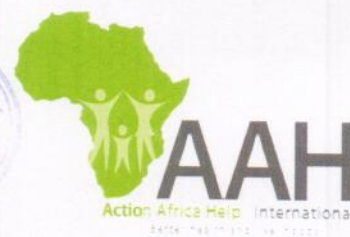


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MUB 2019
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JOB OPENING

Grants and Finance Officer.

Job Title: Grants and Finance Officer
Reports to: Country Finance Manager
Deadline: 25th, July, 2019.
Supervises: Accountants, Account Assistants
Duty Station: Juba South Sudan

JOB SUMMARY

The Grants and Finance Officer will provide a bridge between programs and finance by providing leadership and direction for programs performance; coordinates the implementation of grant awards and ensures post-award compliance. S/he is responsible for compiling financial and non-financial data for the preparation of internal reports, compliance reports, and grants donor billings.

KEY RESPONSIBILITIES

Financial management

- Assist the Programme Managers to prepare budgets based on planned project activities using the approved finance guidelines or given donor regulations
- Prepare any budget realignments/adjustments in collaboration with the budget holders (Programme Manager, Area Coordinators) and the project Accountants
- Report and monitor project costs vs budget, in line with the approved working budgets through the established mechanism of Cost Control and ensure that financial reports are submitted to donors in accordance with the specific donor's reporting requirements/formats.
- Prepare and accompany all project audits (Internal and external) conducted by AAH-I, UNHCR and other designated external auditing companies and follow up on the implementation of audit recommendations.
- Perform other duties as assigned by the Line Manager.

Grants Management



- Support the Programme Manager to develop detailed annual and multi-year phased budgets
- Coordinate budget funds, screening and processing requests for expenditures and ensuring the timely submission for reimbursement from the projects.
- Ongoing monitoring of grants budgets, expenditure and cash flow to ensure targets are met by analyzing monthly grant activity and expenditure posted to assigned grants projects and prepares progress reports
- Serve as a liaison with other departments on issues regarding grants. Communicating relevant grant information with all appropriate internal users customized management reports within the organization.
- Maintaining tracking systems for grants and sub-grants within the organization.
- Conduct pre-qualification reviews of administrative and financial systems prior to award of sub-grants to implementing partners.
- Prepare sub-grant agreements between AAH-I and partners.
- Conduct regular desk and on-site reviews of partner financial and administrative systems and provide corrective guidance in the areas of grants management, budget preparation and monitoring, and recordkeeping as required.
- Manage funds tracking and disbursement for grantees, including review of funds requests.
- Sub-Grants Management: pre-award assessment, award management and capacity building for new partners.

Donor Engagement

- Ensure in collaboration with the Programme Manager and the Country Finance Manager good quality of progress reports for submission to the donors.
- Reviewing project proposal budgets and follow up with donors.
- Preparation, timely submission and follow up of grant billing invoices to the donors.
- Manage the successful implementation of donor contractual requirements and reporting, ensuring compliance and accurate information of the program finances.
- Track and respond to donor queries in consultation with Programme Manager and the Country Finance Manager.

Required qualifications, competences and experience

Qualification

- A degree in Accounting, Finance or any related field.
- Professional qualification from a recognised regulatory body required (CPA or ACCA)
- At least 5 years of Senior Grants Accounting Responsibility
- Previous experience supervising project Accountants
- Experience managing a 3 – 5 Grants portfolio of at least \$10m
- Experience managing projects funded by major donors like: USAID, UNHCR, UNDP, WFP, FAO, DFAID and others.
- Progressively responsible experience in budgeting, financial management and in other relevant areas of expertise.
- Experience in writing and reviewing financial reports



- Demonstrated track record in successful proposal development and donor relations for major institutional donors.
- Excellent technical financial management skills, including the ability to understand and work with restricted and unrestricted funds concepts and project funding issues;
- Professionalism-knowledge of the applications of relevant financial rules and regulations and procedures
- Good understanding of humanitarian aid and development programming
- Good financial management and budgeting skills
- Strong analytical skills with good attention to detail.
- Ability to analyze and synthesize information
- Ability to work on own initiative and collaboratively as part of a diverse team
- Self-motivated, flexible and adaptive to the needs of the team and organization
- Advanced Excel skills and familiarity working with computer-based financial systems

Application Instructions

- Please send your cover letter outlining how your skills and experience meets the Person Specification along with your CV to HR Department through. recruitss@actionafricahelp.org. Before Closer of business on the 25th July, 2019
- Please note that this is an international Position but qualified South Sudanese Nationals who meets the above requirements are also encourage to apply.
- Applications will be reviewed on a rolling basis.

