



## FINANCE AND HR MANAGER

**NUMBER:** CINA/HR3/16002/SC.G2.A

<b>Location :</b>	Juba, South Sudan, with 25% travel to field locations
<b>Application Deadline :</b>	12-06-2016
<b>Type of Contract :</b>	Service Contract
<b>Post Level :</b>	SC-G2.A
<b>Reporting to :</b>	Executive Director
<b>Starting Date :</b> (date when the selected candidate is expected to start work)	17-June-2016
<b>Duration of Initial Contract :</b>	3 months

### Background

Community in Need Aid (CINA) is a national NGO working in South Sudan, based in Juba. CINA has been working in Jonglei State Counties of Bor, Twic East and Duk since 2011 to date and in Lakes and Central Equatoria States (Awerial County) since 2015 to date. CINA is currently implementing an Integrated Child Protection Programme, including provision of Family Tracing and Reunification, Psychosocial Support, Monitoring and Reporting Mechanisms, Case Management and Mine Risk Education Services and general child protection in emergencies intervention for children, adolescents and families affected by conflict in the *current* Jonglei, Eastern Lakes and Jubek States. To effectively achieve the programme objectives, CINA is therefore, seeking a qualified candidate to fill the position of Finance and HR Manager.

### The Scope

Finance and HR Manager contributes to the overall success of the organization by effectively managing all financial and human resources tasks for the organization.

### Primary Duties and Responsibilities

The Finance and HR Manager performs a wide range of duties including some or all of the following:

#### *Financial accounting and reporting*

- Develop and maintain timely and accurate financial statements and reports that are appropriate for the users and in accordance with generally accepted accounting principles (GAAP)
- Develop, implement, and ensure compliance with internal financial and accounting policies and procedures
- Ensure that all statutory requirements of the organization are met including Charitable Status, Withholding Payments, Income Tax, Goods and Services Tax, etc
- Prepare all supporting information for the annual audit and liaise with the Board's Audit Committee and the external auditors as necessary
- Document and maintain complete and accurate supporting information for all financial transactions
- Develop and maintain financial accounting systems for cash management, accounts payable, accounts

- receivable, credit control, and petty cash
- Reconcile bank and investment accounts
- Review monthly results and implement monthly variance reporting
- Manage the cash flow and prepare cash flow forecasts in accordance with policy
- Oversee the bookkeeping function including maintenance of the general ledger, accounts payable, accounts receivable and payroll
- Develop and implement policies and procedures to ensure that personnel and financial information is secure and stored in compliance with current legislation
- Manage the acquisition of capital assets and ensure that assets are properly recorded, amortized, and disposed of as appropriate
- Prepare annual charitable return in a timely manner as appropriate
- Liaise with the Treasurer, Finance Committee and/or Audit Committee as appropriate
- Assist the Executive Director and the Board Treasurer with financial reporting as required at Board meeting and the Annual General Meetings

#### *Payroll preparation and administration*

- Oversee all payroll functions to ensure that employees are paid in a timely and accurate manner
- Negotiate and manage the employee insurance and benefits plans
- Process and submit statutory and benefits remittances on time
- Prepare fortnightly payroll, obtain approval and process to bank.
- Produce & issue payslips.
- Maintain all payroll records.
- Processes leave records & accruals.
- Prepare & Pay associated payroll payments e.g. Work cover & superannuation.
- Prepare yearly Payroll reconciliations & Payment Summaries.
- Support all other employer payroll related requirements.

#### *Budget preparation*

- Establish guidelines for budget and forecast preparation, and prepare the annual budget in consultation with the Executive Director and Treasurer and/or Finance Committee
- Assist Program Directors and Project Managers with the preparation of budgets for funding applications

#### *Human Resources Management*

- Provide advice and assistance in developing human resource plans
- Ensure that accurate job descriptions are in place and provide advice and assistance with writing job descriptions
- Develop and implement a human resources plan and personnel management policies and procedures
- Research and monitor human resource systems in other organizations within the community.
- Explain and provisions of the personnel policy.
- Explain employment standards and legislation such as workers compensation, labour standards
- Organize the transitional provisions of employee compensation, pay and benefits when positions are transferred or new positions are funded through contribution



- agreements and other special funding arrangements
- Provide advice and assistance when conducting staff performance evaluations
- Identify training and development opportunities
- Provide basic counselling to staff that have performance related obstacles
- Access funding for training and write proposals
- Monitor staff performance and attendance activities.
- Coordinate staff recruitment and selection process in order to ensure a timely organized and comprehensive procedure is used to hire staff.
- Provide information and assistance to staff, supervisors and Board on human resource and work related issues.

#### *Project management accounting*

- Maintain financial records for each project in a manner that facilitates management reports
- Ensure that accurate and timely financial statements are prepared in accordance with contract agreements with funders
- Provide accurate and timely reporting on the financial activity of individual projects

#### *Information technology*

- Evaluate the need for new technology to meet the organization's financial data processing, control, and reporting requirements
- Advise on appropriate technology that meets the organization's information requirements and financial resources

#### *Risk management*

- Monitor risk management policies and procedures to ensure that program and organizational risks are minimized
- Advise the organization's leadership on appropriate insurance coverage for the organization and the Board of Directors
- Maximize income where possible and appropriate
- Negotiate with Bank for lines of credit or other financial services as required and appropriate

#### *Office administration*

- Oversee and supervise the administrative function of the organization including reception, property/facility management, safety of the work environment, and provision of furnishings and equipment necessary for effective operations
- Oversee the management of all leases, contracts and other financial commitments
- Monitor all legislation relevant to the organization (employment standards, occupation health and safety, human rights, etc) and all regulations on professional certification to ensure that the organization is compliant

## Qualifications

### *Education*

- University degree or college diploma in Accounting, Commerce, or Business Management/Administration

### *Professional designation*

- Chartered Accountant, Certified General Accountant, or Certified Management Accountant designation is an asset.

### *Knowledge, skills and abilities*

- Knowledge of generally accepted accounting principles
- Knowledge of federal and provincial legislation affecting charities
- Knowledge of provincial legislation on Employment Standards, Occupational Health and Safety, and Human Rights
- Knowledge of the voluntary sector
- Knowledge of QuickBooks Accounting Software for non profit organizations is a *desired* asset.

### *Proficiency in the use of computer programs for:*

- Accounting
- Word processing
- Databases
- Spreadsheets
- E-mail
- Internet

### *Personal characteristics*

The Director of Finance should demonstrate competence in some or all of the following:

- **Behave Ethically:** Understand ethical behaviour and business practices and ensure own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization
- **Build Relationships:** Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance organizational effectiveness.
- **Lead:** Positively influence others to achieve results that are in the best interest of the organization.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- **Plan:** Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.



- Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

### **Experience**

- 3 to 5 years of progressive financial responsibility

### **Working Conditions**

- Finance and HR Manager work in an office environment
- Finance and HR Manager usually work a standard work week
- Finance and HR Manager may be required to work some overtime hours to attend meetings of the Board and during specific periods of the accounting cycle such as the Annual Audit.

### **How to Apply:**

Please send your application and CV with accompanying documents of credentials to the office of CINA South Sudan in Juba, Munuki Block C, Juba South Sudan or electronically [cinahr.cina@gmail.com](mailto:cinahr.cina@gmail.com) and cc: [machuorcina@gmail.com](mailto:machuorcina@gmail.com), by June 12, 2016 at 5:00 pm promptly.

**Female candidates are strongly encouraged to apply.**

***Important:*** CINA is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Successful applicants will be subject to enhanced past crime record checks, qualifications and experience checks and satisfactory references and will have to sign CINA's Child Protection Policy as they take their job offers.