



SD. H-3
 Approved by
 MLPS & HRD
 24 APR 2019
 24/4/2019

**PLAN INTERNATIONAL SOUTH SUDAN
 JOB ADVERT**

Plan is an International Child Centered Community Development organization – without religious, political or governmental affiliation – that works with children and their communities in 50 of the world’s poorest countries to make lasting improvements in their lives. Plan’s work worldwide benefits around six million children in Africa, Asia and Latin America. Program implementation takes place in 50 Country Offices and 4 Regional Offices, working with more than 90,000 mostly rural communities.

As an International child-centered community development organization, Plan International South Sudan is committed to the wellbeing of children and to supporting the Convention of the Rights of the Child and it does not tolerate child abuse. The institution therefore expects that all of its employees and others who work with it have children’s best interests at the heart. Plan International is committed to protecting children from all forms of abuse and violation of their rights.

Plan International South Sudan supports development interventions in the domains of education, livelihood, building relations, child protection, governance and social protection.

Plan International South Sudan is seeking to recruit dynamic and suitably qualified and experienced South Sudanese for the following vacant position:

POSITION 1; No. of Vacancies (1)

| | |
|-------------------|---|
| Job Title | : Finance Officer |
| Department | : Finance |
| Reports to | : Program Area Implementation Manager / Coordinator, with dotted line to Country Office Senior Grants |
| Location | : Torit |

I. Job Summary

- Reports directly to PIAM , dotted line to the CO Senior Grants Accountant
- Directly line manage 1 FO Finance Assistant
- Works in collaboration with the CFM, PIAM, Project Managers, Heads of Department, other Grants Accountants and implementing partners.
- Responsible for FO monthly reporting and quarterly grants project reporting, ensure adherence to financial controls, processes and procedures of donors
- Manage donor budgets in consultation with the CFM , CO Senior Accountant and CO Senior Grants Accountant

Key End Results and typical Responsibilities:

- Review of Payment/Journal vouchers for completeness and ensure they are in line with Plan procedures/controls and aligned with Unicef donor requirements.
- Managing cash transactions at Field Office and make disbursements as appropriate, in line with Plan's procedures and donor requirements.
- Ensure timely update of accounting transactions in Accounting system / SAP
- Responsible with monitoring of project budgets in Pibor and support Program team with monthly updates of project line item budget vs actual variance reports.