



Christian Mission for Development

Transforming lives, building communities

About CMD

Christian Mission for Development (CMD) is a leading non-profit South Sudanese faith-based relief and development organization dedicated to fighting poverty and injustices to reduce human suffering. CMD was established in 2005 with a mission to enhance provision of holistic services that delivers emergency aid to survivors of conflict and natural disasters, and helps affected communities rebuild their lives thereby providing protection and giving hope to the poverty-stricken Internally Displaced Persons (IDPs), returnees and the most vulnerable host communities in the region.

Our Vision:

The vision of CMD is “peace, development and community empowerment for sustainability”. We seek a world of hope, tolerance and social justice, where poverty has been overcome and people live in harmoniously with dignity and security; CMD envisions a transformed society where equitable development assistance, justice and social services are accessible to all classes and groups of people in their communities.

Our Mission:

CMD mission is committed to service, inspire, empower and work together with affected individuals and communities to create homegrown lasting solutions to underserved communities affected by extreme poverty, illiteracy, hunger and social injustices by enhancing access to equitable relief and development services.

JOB DESCRIPTION

Purpose of position:

The Finance Manager will be responsible for overseeing the financial performance of CMD's projects, which focus on WASH and Education in Emergencies in South Sudan. The Finance Manager will provide leadership in developing tools for successfully administering budgets and providing financial analysis of the projects performance to inform decision-making processes.

The Finance Manager will report to the Executive Director and Programs Coordinator.



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KEY RESPONSIBILITIES:

Financial Control:

- Work as a team leader of the finance team and in a coordinated ways to ensure the financial aspects of the programs in line with donors and organization requirements.
- Ensure that financial management systems and records are effective and robust in order to identify and protect the assets and interests of the donor and organization.
- Consolidate cash flows, reporting templates, financial plans and amendments throughout the project life.
- Review and monitor budgets to support financial stability, efficiency and value for money.
- Maintain an adequate filing system for all financial and accounting deliverables to ensure ease of access during internal/external audit.
- Monitor budget burn rates and recommend appropriate action on any significant variances (+/- 20%).
- Prepare budget amendments based on performance and currency fluctuation.
- Participate in a procurement committee for procuring joint items and large capital assets for the consortium members.
- Build capacity of the national and field finance officers.

Financial Reporting:

- Consolidate financial reports, fund requests and budgets in a timely fashion.
- Ensure together with his/her team that all financial records and accounts are compiled on time, accurately and in line with international accounting standards and donor regulations.
- Finalize year-end accounts and provide any ad-hoc year reports that may be required.
- Maintain accounting records, both in software and hardware (online finance records and physical filing systems).
- Follow up on timely implementation of the recommendations to remedy significant variances.



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Capacity Building:

- Occasionally participate in any such donor meetings to foster compliance and to address any financial issues.
- Ensure that grant related processes and procedures are consistently implemented through the use of compliance checks and agreements.
- Undertake periodic visits to the field in order to support field based finance staff and put forward recommendations for improvements where appropriate.
- Facilitate training sessions on grants management, general accounting, internal controls and administrative systems.
- Ensure internal audit recommendations for grant-funded projects are adhered.
- Track lessons learned and share with key stakeholders throughout the projects implementation.

KNOWLEDGE, SKILLS & ABILITIES:

- Bachelors' Degree in Finance or Accounting or professional accounting qualification, such as a CPA or equivalent.
- Minimum of five years of experience in a finance/accounting role
- Demonstrated experience in developing and managing large budgets, with preference for previous experience working in emergency funding situation
- Experience in working on projects funded by major international donors, with preference for previous experience with UN Agencies, USAID and European Union grants
- Strong coordination/negotiation skills specifically with the ability to effectively coordinate among other partner organizations.
- Ability to work towards tight reporting deadlines as required.
- Strong analytical, interpersonal, communication and organization skills.
- Full knowledge of computer's accounting systems like Quickbooks, navigator and Sarge

All application documents should be submitted to the following: E-mails: programs@cmdsouthsudan.org, ed@cmdsouthsudan.org and cmdsouthsudan@gmail.com

Deadline 26/Sept/2016