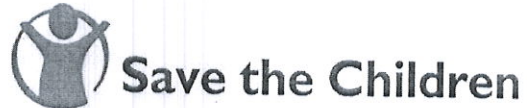


11th March, 2016



External/Internal_ Job Advertisement

VA No. SCI-03112016

Save the Children is an international non-governmental organization that works for a future of children, their families and communities realize social equity and dignity; have access to their basic physical, emotional and development needs.

SCI is seeking to recruit:-

Job Title:	Finance officer
Location:	Agok Abyei.
Reports to:	Field manager
Contract Period:	6 Months

JOB PURPOSE:

He /she ensures efficient and effective financial systems and controls in the area field offices. He /she will support the programme in the field by ensuring timely production of reports and information

KEY AREAS OF RESPONSIBILITY:

1.1 Donor Financial Requirements in the field offices

- Ensure that there is a file for all the donor financial contracts in the field offices with all donor requirements
- Share the information with the relevant staff
- Assist in audit preparations as per the donor requirements.
- Management of both grants and financial filing system in the field
- Maintenance of the donors fixed assets register in the field offices
- Support programmes staff with donor financial reporting.

2.0 Monthly financial monitoring reports:

- Prepare a performance analysis report for discussion with the Field Manager and other budget holders in the field
- Ensure that all monthly financial action points are implemented
- Coordinate the monthly grants finance meeting in the field, and periodic grants monitoring meetings, providing support to programme staff on the financial review of their grants
- Assist the Grants Manager in providing training on budget monitoring systems, grants management procedures and various donors' terms and conditions to budget holders in the field

3.0 Financial and system controls

- Assist the Finance Manager in developing and maintaining robust and adequate financial internal control systems for cash management in the field offices
- Prepare and post all correction journals as per budget holders feedback in a timely manner
- Ensuring all costs are coded properly by reviewing the 'accountant check' for all PR's and payments
- Reviewing sub offices ensuring they are properly coded before upload
- Record financial transactions efficiently and accurately; Make payments after verification of the accuracy, validity, legitimacy of all documentation ensuring, completeness of financial documents, (purchase requests, work orders, pro forma invoices), proper coding and approval by responsible managers before payments are made
- Ensure organization's creditors in the field are paid promptly; reconcile creditor's statements to ensure that all bills have been paid and no disputes arise between Organization and the creditors with regards to timely payments of their bills
- Ensure that all spend is in compliance with Save the Children and donor policies
- Prepare invoices for staff on private use of the organization's resources such as vehicles and recover the same promptly from the staff.

4.0 Cash Forecast and monitoring

- In coordination with the Field Manager and Finance Officer in Juba ensure realistic cash forecasts are provided by budget holders, and place the cash transfer request for the field office

- Monitor that expenditure is incurred only against the approved cash forecast and any deviations approved by the Field Manager before the expenditure is incurred
- Prepare a cash monitoring report every month to show if cash is spent in accordance to the purpose (budget lines) it was requested.

5.0 Cash management

- Monitor cash balances and transfers at field location
- Ensure physical security of cash and financial records

6.0 Payroll management

- Administer the Field payroll and ensure its smooth operation. Verify staff attendance sheet, over time and any other claims
- Prepare and arrange delivery (as required) of payments to volunteers/incentivized workers
- Submit signed pay slips for staff paid in the field to the Juba Office
- Liaise with HR/Admin Officer on incoming/outgoing staff form/to the field and payments for terminal benefits
- Handle staff advances and loan as per the Staff Advance policy.

7.0 Monthly returns

- Prepare and submit the monthly field sub office accounts on time
- Reconcile the monthly cash and float balances

8.0 Other

- Verify partner expenditure reports and provide support to partners as and when required
- Performs any other duties and tasks, which are commensurate with the responsibilities and level of the post
- Carry out the responsibilities of the role in a way which reflects Save the Children's commitment to safeguarding children in accordance the Child Protection Policy

SKILLS AND BEHAVIOURS (our Values in Practice)

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved

Ambition:

- Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- Values diversity sees it as a source of competitive strength
- Approachable, good listener, easy to talk to

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

Integrity:

- Honest, encourages openness and transparency

QUALIFICATIONS AND EXPERIENCE

Essential

- Minimum of Bachelor's degree in Accounting.
- At least 3 years of practical experience in budget setting and financial accounting preferably in NGOs.
- Proven audit experience and ACC qualification is an advantage.
- Strong computer skills, especially on Accounting packages and EXCEL
- Strong sense of integrity
- Ability and willingness to work under pressure as part of a professional team to meet deadlines
- Excellent interpersonal skills, including cultural sensitivity, assertiveness and negotiating skills.
- Willingness to travel to field sites occasionally

Desirable

- Experience with an NGO

Child Safeguarding and Code of Conduct:

Because Save the Children's work is based on deeply held values and principles, it is essential that our commitment to children's rights and humanitarian principles is supported and demonstrated by all members of staff. Save the Children's Child Safeguarding Policy and Code of Conduct set out the standards which all staff members must adhere to:

FURTHER INFORMATION & HOW TO APPLY

Interested candidates should submit applications containing updated CV, Motivation Letter, Reference contacts, and ONLY Copies of Nationality ID, Academic documents & relevant certificates.
The position must be clearly indicated in your subject-line or envelop.

Deadline for receiving applications is **30th March, 2016 by 4.00 PM** via email at: jobs.southsudan@savethechildren.org
Or hand delivered to the nearest Save the Children Office.

Please note that:

- This position is open to South Sudanese nationals only.
- Female Candidates are encouraged to apply!
- Only candidates who meet the selection criteria will be contacted.

Approved,
Biong Nyok,
DA, public service &
Labour



Approved BY RRC Director

Tang duc c Dau

