



South Sudan Program



JOB OPPORTUNITY (Internal & External)–DEPUTY FINANCE MANAGER FOR GRANTS

PRIMARY FUNCTIONS

The Deputy Finance Manager for Grant will take the lead in assuring the quality management of externally funded grants/contracts and project funded through CRS private allocation from inception to closure. This position requires strong demonstrated experience in the areas of Finance and Program management, as well as a strong knowledge of Donor, especially USG contracts/grant agreements, UN Agencies grant, funding mechanisms and requirements. In addition to an oversight and monitoring role, the Deputy Finance Manager for Grant will ensure that both programming and operations staff improve their understanding of different granting/contracting mechanisms and build their capacity to adhere to donor regulations related to reporting, invoicing, and asset management and purchasing. The Deputy Finance Manager for Grant ensures high standards of accounting are maintained to meet and comply with CRS policies and procedures and donors' requirements and regulations.

SPECIFIC RESPONSIBILITIES

The Deputy Finance Manager for Grant, under the direct supervision of the Head of Finance and working in close collaboration with the Deputy Country Representative-Operations, Heads of Programming, Program and Project Managers, Operations Manager and Heads of Office will be responsible for the following:

1- GRANT MANAGEMENT AND COMPLIANCE

- Serve as principle point of contact on grant management and compliance issues with sub-grantees, CRS/South Sudan Finance, CRS Global Finance and Compliance staff.
- Lead the review of any new granting/contracting mechanisms to ensure adherence to donor requirements related to eligibility for CRS/partners, budget presentation, acceptability of cost allocation and other proposal requirements.
- Support timely agreement/contract development/review/approval, both at the level of CRS and partners, ensuring adherence to both internal CRS and donor requirements.
- Anticipate and respond to donor requests related to contracts, budgets and spending
- Anticipate and respond to CRS and sub-grantee questions related to sub-agreement, contracts, budgets and spending, and try to encourage information sharing that will allow them to become familiar with requirements and practices of enforcement of donor/CRS finance policy, requirement and regulations.
- Ensure access for finance and programming staff to relevant internal CRS and US Government/UN Agencies/European Union/Other external policy manuals/updates to ensure accountable and efficient program performance.
- Lead the grant revenue recognition process. Track liability to donors (A/C 3031/3032/3034).
- Follow up with HQ on any identified issues/questions on contract conditions/need for modifications or clarification.
- Review, communicate and monitor compliance with donor requirements related to staffing, purchasing, asset management and reporting.

- Identify compliance gaps and related solutions – including differences between donor and internal CRS policies and procedures, including cost allocation.
- Track grant/contract compliance via application of existing mechanism (i.e., grants startup checklist) and through the development/testing/roll out/implementation of new tools as and when required.
- Take the lead in monitoring timely grant/contract closure – engaging both finance and program staff well in advance of closure deadlines and advising on issues related to staffing, disposition and reporting.
- Ensure the timely reporting to senior management of any identified compliance risks
- Review cash disbursement advance journals, ensuring accurate postings particularly to accounts
- 1231, 1232, and 6166. Ensure that advances to partners are liquidated in a timely manner.
- Monitor timely reconciliation of project material stocks both at partner and CRS level with distribution reports. Advise of stock status on a monthly basis and when nearing grant completion.
- Organize and facilitate regular and ad-hoc meetings with Programming Team, Finance team, Operations team to plan workflow and address finance and grant compliance issues.
- Resolve grant compliance issues that arise with Partners by arranging for technical support from the CRS Grant and Compliance team

2- INTERNAL CONTROL ASSESSMENT

- Lead and coordinate the implementation of CRS Sub-Recipient Financial Management Policy “SRFMP” and ensure effective implementation and monitoring of the Internal Control Improvement Plan. Ensure all Partners are effectively assessed; categorized and all corrective actions are fully implemented
- Ensure adherence to record keeping as per donor and CRS Internal requirements. Monitor application and address gaps as needed.
- Ensure timely closure of finance audit recommendations related to donor compliance; participate in preparation, implementation and monitoring of related action plans.
- Lead site visits to partners to assess adequacy of internal controls, compliance with applicable laws and regulations, and partner policies and procedures. Report findings to program management including proposed follow-up with sub-grantees based on issues surfaced.
- Advise on GAAP and basic accounting records to be maintained at sub-grantees.
- Perform ongoing monitoring and assessment of partner capacity to accurately record and post all transactions.
- Ensure adequate response and monitoring to implement recommendations of all financial audits and partner capacity assessments
- Organize external firm audits in accordance with grant requirements and in collaboration with the Project/Program Manager and Procurement Manager
- Provide guidance and support for the timely assessment of partner financial management capacity and ability to adhere to any specific donor requirements. Develop related action plan with program and finance staff to address any capacity/system gaps.
- Ensure that partners have systems of effort reporting and bidding process for procurements in collaboration with the procurement Manager.
- Work on initiatives to address most frequent audit findings and accountability issues related to USG and other grants.
- Monitor implementation of action/corrective action plans relative to both internal and external audits in the grants management area

3- FINANCIAL MANAGEMENT AND ANALYSIS

3.1- BUDGET MANAGEMENT

- Review budget comparison reports to ensure adherence to restrictions on line item flexibility and stated restrictions on accepted costs. Support follow up actions to resolve any identified problems.
- Review and assess Cost Allocation (CA) impact on budget on a regular basis, promptly flag any significant issue to the attention of the relevant PM and HOP.
- Design effective budget monitoring tools, generate and review monthly reporting and lead regular meetings with program managers to review issues and trends identified.
- Monitor the budgets and expenses at least on a monthly basis and ensure that the aggregate budget for CRS, consortium members and local partners is maintained accurately at the donor approved levels throughout the year and commitments to consortium members and local partners do not exceed the available budget.

- Approve local partner budget updates and liquidation reports for the CRS finance team to process.
- Review budget proposal for all DRC new proposal and ensure accuracy of charge along with the proposal;
- Maintain the Cost Application Guide up to date and ensure their use during budget proposal development;

- Participate as a senior member of finance team in formulating budgets to conform with CRS and Donor requirements
- Work closely with grant and Project Managers in developing budgets to ensure adherence to CRS and Donor Standards.
- Coordinate the preparation of budget journals for input in the Sun system.
- Coordinate the preparation of monthly budget comparison reports and investigate the budget variance to ensure timely remedial action
- Work with program managers in monitoring spending progress of budgets and flagging issues where necessary
- Lead and coordinate at least monthly budget comparison report and monitor the implementation of corrective action plan
- Support Program/Project Manager in conducting budget monitoring and tracking using eBudget and Q&A

3.2- FINANCIAL REPORTING

- Take the lead in working with Program Managers/Coordinators in the preparation of donor financial reports and invoices and facilitate HQ review prior to donor submission.
- Ensure timely receipt and review of monthly expenditure reports from partner organizations.
- Ensure documentation of partner liquidation reviews outlining justification of all rejected expenses and detailing improvements required.
- Design and generate partner outstanding advance aging reporting and follow up with partners and program/project managers to encourage timely liquidation.
- Verify estimates of partner cash needs and in collaboration and coordination with Program/Project Managers, develop quarterly cash forecast to ensure sufficient cash flow and timely disbursement to support activity implementation. Ensure quarterly cash forecast is submitted to Finance no later than 10th each month
- Ensure that partners keep supporting documents for all financial transactions and ledgers for Fixed Assets, Purchase Requisitions, Cash Receipts and Disbursement.
- Monitor Grant/project receivables to timely liquidation. Lead all necessary actions to ensure Partners' advance liquidation are not delayed and processed properly and accurately

Financial Reporting

- Prepare Monthly budget comparison reports for all grants and projects, including the summary BCR for Management.
- Prepare Financial Management Reports
- Ensure that all commodity reports are send to HQ every 8th of the month.
- Ensure that all Non Food Item (WFP, etc.) and commodity value received are book in the Sun system
- Conduct and coordinate review of transactions recorded on Sun system to ensure accuracy,
- Review intra-agency charges recorded on Sun system to ensure accuracy and take all necessary actions to reclass and/or correct wrongly coded transactions
- Coordinate the fixed asset inventory with operations department to ensure that Asset list reconciles with Sun system list and HQ Fixed Asset report

3.3- GRANT NEW PROPOSAL AND CLOSURE

- Participate in New grant/project development and be part of the proposal team leading the new proposal budget development
- Lead and Coordinate financial closure of Grant and project to ensure compliance with CRS and Donor Financial policies and Procedure
- Oversee the financial operations of all field offices by ensuring smooth financial flow
- Ensure that the SRFM Assessment to each sub recipient is updated in the Gateway.
- Prepare at least quarterly schedule of Sub Recipient monitoring visits
- Ensure that all Sub Recipient agreement has the corresponding approved ARS and files of these documents are ready available in finance.

3.4- CAPACITY BUILDING

- Through formal training, on the job support and monitoring, build the capacity of CRS and partner staff in grants/contract compliance. Facilitate the development of Scopes of Work for TDY support as and when needed and monitor TDY performance.
- Prepare and implement training and technical assistance as needed to address capacity needs and reinforce grant management, e.g., financial management, budget analysis, policies and procedures, GAAP and basic accounting, etc. ...
- Conduct staff orientation in donor and CRS financial management policies, procedures and standards in collaboration and coordination with CRS Deputy Country Representative-Head of Operations, Finance Manager and the Operations Manager.
- Lead training to Program/Project Manager and to Partners on budgeting and in coordination and collaboration with Program/Project Managers, provide technical support to finalize Partners' annual budgets.
- Coordinate planning and implementation of institutional capacity assessment and periodic review of potential new partner organizations.
- Conduct and coordinate with Program/Project Managers monitoring visits to partner organizations to assess adequacy of internal controls and to provide onsite mentoring and technical assistance. Detail site findings and ensure implementation of recommendations/corrective action plan and follow-up requirements.
- Actively participate in program meetings as appropriate to effectively plan and collectively coordinate financial and programmatic activities in conjunction with partner capacity building initiatives
- Conduct orientation of Project Managers and other staff on CRS and Donor Financial
- Provide regular orientation on eBudget, Q&A and any other Grant-Finance tools, to Project/Grant Manager and staff.

Partners:

- Work closely with Grant/project managers in reviewing of Partner Financial Systems and internal control to ensure compliance with CRS and Donor Requirement
- Work closely with Grant/Project managers in Training of Partners to build their financial management capacities and to improve their Internal control system to ensure compliance with donors' requirements, regulations and CRS policies.
- Provide special assistance and support to High risk Partners
- Working closely with local partners to ensure timely cash flow and liquidation

Disclaimer: This job description is not an exhaustive list of the skill, effort, duties and responsibilities associated with the position.

Interested applicants should send **non-refundable** application letters and CVs together with the names of three professional referees, should reach the undersigned not later than **Friday, 09th September 2016. Only short-listed candidates will be contacted.**

Address your Application letter and CV to:

Senior Human Resources Officer

Catholic Relief Services –South Sudan program, Juba Office

OR by E-mail to: jobapps@crssudan.org

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