



YEI TEACHER TRAINING COLLEGE
Hai Mission, Old Mission Road, Yei Municipality
Republic of South Sudan

Vacancy Announcement

About YTTC: Yei Teacher Training College is one of the fastest growing teacher training colleges in South Sudan. It has trained primary school teachers in South Sudan since 2001. Working closely with the Ministry of Education Science and Technology (MoEST) and many Education Partners in the country, the college receives students from all the states of South Sudan and beyond.

The College is seeking to recruit a **Finance Manager**, based in Yei, South Sudan. The job holder is a member of Yei Teacher Training College Senior Management Team responsible for planning and making decisions for the day to day running of the College. Find out more about the College and its achievements at www.yeittc.org.

Purpose of the Role: To oversee all financial planning and monitoring of YTTC, and that the finances are well managed, as well as providing financial reporting.

Benefits: Medical Scheme, Holiday entitlements, Gratuity

Main Areas of Responsibility:

- Manage finance department, ensuring effective forecasting and monitoring of all financial aspects.
- Maintain planning and budgetary processes ensuring that processes are followed, and finances are well managed.
- Manage financial reporting to YTTC Board; prepare Audits, and financial donor reporting.
- Understand and contribute to the strategic planning and development of the college
- Implement all financial aspects as directed by YTTC BoG, Principal and Strategic Development Plan.
- Maintain effective financial systems, policies and procedures and ensure they are used throughout the organization.
- Supervise Finance Assistant in his/her duties of overseeing daily income/expenditure at YTTC and manage performance by ensuring that he/she has and performs against job description. This involves daily task allocation and people management as well as performance appraisal as per the YTTC procedures. Produce a working duty roster.
- Work closely with Principal and Finance Assistant to ensure efficient cash flow.
- Advise of any shortfalls and ways to rectify by being alert to any issues and communicating with SMT
- Collaborate with various YTTC colleagues in the execution of the responsibilities laid out in this Job Description. In the interest of team work and growing the College, perform other additional duties from time to time as required by the College management.

Qualifications:

- Masters Degree in Business Administration majoring in Accounts or Finance. Any Bachelors Degree related Accounting
- At least five years experience as a Finance Officer managing multi-donor funds in a reputable organization
- CPA and/or ACCA attendance at least level 2 will be an added advantage
- Proficiency in application of QuickBooks accounting software
- Proven ability to prepare good financial reports with multiple donors
- Thorough understanding of donor grant and financial requirements
- Willingness to work in stressful environment and on tight schedules
- Demonstrated knowledge of financial policies
- ONLY South Sudanese Nationals

Closing date for receipt of applications will be on 5 August, 2016. Please send your resume, cover letter and all copies of academic documents to hr@yeittc.org, with copy to principal@yeittc.org. Use subject line "Finance Manager". Female applicants are particularly encouraged to apply for this role. Only short-listed applicants will be contacted.