



South Sudan
Plot 277, Block 3K, South Tong Ping, Juba
American Residence Road,
Next to Canada house

9th November 2017

VACANCY ANNOUNCEMENT

POSITION TITLE: Financial Compliance & Reporting Manager
NUMBER OF POSITIONS: One (1)
DUTY STATION: Juba
REPORTS TO: Finance Controller

COUNTRY PROGRAM OVERVIEW:

The overall objective of the ARC South Sudan program is to assist the South Sudanese to respond and react to community needs. To achieve this objective, ARC implements a multi-sectoral program that includes the household to hospital continuum of health care, gender based violence prevention and response activities, and WASH. ARC currently works closely with the County Health Departments in large scale county wide health programming. ARCs GBV programming is expanding its outreach mechanisms and introducing innovative new initiatives. ARC has program activities in Central and Eastern Equatoria, Upper Nile and Northern Bahr el Gazal.

Previously, the Republic of South Sudan was in transition from a state of crisis to early recovery. The work of NGOs in South Sudan was changing from direct service delivery to more capacity development of government departments. ARC's focus of work relied on support to strengthen the county based health service delivery model and systems that are managed by decentralized government and closely engage community counterparts. Unfortunately, since the 15th December 2013 South Sudan is again in state of emergency with over 1.94 million displaced in country and the 1.94 million people crossed the border due to clashes between different armed actors

PURPOSE OF THE POSITION

The Financial Compliance & Reporting Manager oversees ARC financial data, reporting directly to the Finance controller, he/ she reviews and evaluates quality and compliance issues/concerns within ARC, ensure that the DOA and segregation of duties and other policies are in place. He /She ensures management and employees are in compliance with the rules and regulations, that ARC policies and procedures are being followed, and that behavior in the organization meets ARC Standards of conduct. He /She receives and direct compliance issues for investigation and resolution to the Senior Management.



The Financial Compliance & Reporting Manager acts and report results of the compliance/ethics efforts of

DUTIES AND RESPONSIBILITIES:

• Policies and Procedures

- Gather, distributes and maintains policies and procedures of ARC and its related activities to prevent illegal, unethical, or improper conduct.
- Collaborates with other departments (Program, Operations, HR) to direct quality control and compliance issues to appropriate existing channels for investigation and resolution.
- With HR as when needed support to resolve difficult legal compliance issues.
- Responds to alleged violations of rules, regulations, policies, procedures, and Standards of Conduct by evaluating or recommending the initiation of investigative procedures to the Senior Management team

• Details activities, review and approval process

- Read every active grant agreement and grant awarding letter in order to establish a compliance check list, the following minimum will be in the check list:
 - Start and End date of the grant
 - The total budget amount, direct and direct cost are know
 - Budget flexibility
 - Reporting deadline
 - Management of sub grantees
 - Management of expendable and non-expendable equipment
 - Management of unused items
 - Restricted goods and services
- Review the Requisition, the payment request voucher, PO, bid analysis, invoice and good receive notes. This review will consist of:
 - The signatures are authentic and conform to the delegation of authority matrix
 - The supporting document are substantiate and genuine
 - The accounts, grants and donors are correct
 - The grant is a current and active grant
 - There is enough balance in the budget lines to cover the expenditures
 - The cost reasonable, allowable and budgeted for and not restricted by the neither the organization, the donor policies and procedures no the country laws
- Manages day-to-day operation on Reporting and compliance activities
- Ensure that each donors report are submitted on time, the report is dated and acknowledged by the donor and proper filled in the grant management file
- The reconciliation of the accounts meet ARC standard both in the form and process and uploaded in timely manner in the shared drive



- Exhibit the values of compassion, respect for people, team-spirit, and non-violence, simplicity in work style and integrity in daily organizational activities
- **Donor and Management reporting**
 - Prepare financial reports for various donors as per contractual obligations. Submit reports to the finance Controller for review and sign off from the Country Director. And ensure they are submitted to the donor on time
 - With support from the Finance Controller ensure that Budget Monitoring Tools are updated on a monthly basis and reviewed to manage budgetary overspends or underspends as they affect programs and co-plan appropriate interventions.
 - Review accounting transactions and ensure proper coding and ensure that they are accurately entered into ARC's accounting software- Serenic.
 - Facilitate any external or internal audit.
 - Support build capacity of the field finance staff and ensure the field finance units are adequately supported.
 - To review the filing system of supporting documentation for all functions of the organization in preparedness for internal and external audits; take part and assist departments during internal and external audits when required
 - Carry out any other duties as delegated by the supervisor.

EDUCATION, TECHNICAL SKILLS & KNOWLEDGE REQUIRED

- ✓ University degree in accounting or other finance field.
- ✓ At least 5 years hands on accounting experience.
- ✓ Experience with financial report preparation.
- ✓ Experience with budget preparation/compilation.
- ✓ Experience working with several different accounting software packages.
- ✓ Working knowledge of non-profit/fund accounting and financial analysis.

HOW TO APPLY

Qualified and interested candidates should submit their letters of interest plus CVs to ARC South Sudan office located in South Tong Ping Juba along American Residence Road, next to Canada house. Applications can also be submitted to the following email address: ssvacancies@arcrelief.org or hand delivered to any ARC South Sudan field office.

Please note that ARC retains all applications and the files will not be returned to the applicants at the end of the recruitment process. Due to the urgency of the position, applications will be reviewed on regular basis hence these positions may be filled before the expiry date of the advert. **Only shortlisted candidates will be contacted for an interview.**

The Deadline for receiving applications is 29th November 2017 at 5:00 pm local time.

