



Where Childhood thrives, war does not.

Position	Finance Manager, South Sudan
Location	Juba
Start Date	As soon as possible
Grade	8 Step 1
Contract	One year, extendable
Reports to	Country Director, South Sudan
Direct Reports	Finance team staff
Background	War Child Canada is a registered Canadian charity based in Toronto that works with war-affected communities to help children reclaim their childhood through access to education, opportunity and justice. War Child Canada has over 15 years of experience working in communities in conflict and post-conflict zones. All work is implemented in direct partnership with local communities, local NGOs and other stakeholders using a child-centered approach. War Child Canada works in Afghanistan, Iraq, Uganda, Sudan, South Sudan, Democratic Republic of the Congo and Jordan.
Context	War Child Canada's holistic approach in South Sudan works to eliminate the cycle of violence and poverty through increasing economic opportunity, community based protection and conflict mitigation, and education. This work is currently taking place in Upper Nile and Western Bahr el Ghazal states, with a country office in Juba. War Child Canada works to increase the participation of youth in education improving overall quality of education and learning outcomes. War Child Canada's livelihoods and food security work in South Sudan increases food production through work with both farmers and pastoralists. War Child Canada's protection work in South Sudan strengthens the capacity of key community institutions and structures to detect, prevent and respond to all forms of violence and abuse against children and women in their communities



<b>Position Purpose</b>	<ul style="list-style-type: none"> <li>• Responsible for all Financial Management &amp; Administration for the WCC's South Sudan Country Program, ensuring compliance with the organization's internal policies and procedures as well as donor regulations.</li> <li>• Coordinates with the Operations, HR and Administration portfolios and provides support in these fields to the South Sudan Country Program.</li> <li>• Coordinates with HR operations as per policies and procedures outlined in the WCC Staff Internal Regulations and in line with the provisions of the Sudan Labour Code, including recruitment, training, career development, compensation and benefits and employee relations.</li> <li>• Ensures that procurement procedures and guidelines are closely adhered to particularly in respect to materials, equipment and transportation. Responsible for the accurate record keeping (inventory) of all War Child Canada and donor assets and exceptional items that require registration and movement tracking.</li> <li>• Builds the capacity of WCC staff as well as those of national partner organizations on Financial and Administrative functions.</li> <li>• Coordinates with HR and Operations functions on building capacity of WCC staff as well as national partner organizations in those functions.</li> </ul>
<b>Responsibilities</b>	<p><b>A. Financial Management &amp; Administration (40%)</b></p> <ul style="list-style-type: none"> <li>• Responsible for maintaining efficient financial control (daily country-wide accounting and finance functions including the timely recording of transactions, cash management, banking, money transfers and bank relations, payroll, inventory, receivables, and payables, etc.), accountability standards, procedures and records.</li> <li>• Plans and implements systems for financial operations in both the Country Office and in Field Offices in accordance with the War Child Canada Manual and donor regulations, including systems for cash flow management, budgeting, consolidation of accounting information, internal controls, financial reporting, financial record-keeping, grant management and compliance.</li> <li>• Maintains banking relations and plan and monitor country cash flow requirements to ensure the smooth implementation of War Child Canada programs.</li> <li>• Provides monthly standard accounting submissions to War Child Canada HQ, including general ledger files, account reconciliations, expenditures by cost center/project, required sub grantee reporting, as well as other financial information in a timely and accurate manner.</li> <li>• Provides monthly management reports to the CD and shares these with the HoP, PC and Program Managers, including expenditures by cost center/project, sub grantee reporting and other financial information, in a timely and accurate manner.</li> <li>• In consultation with the CD, develops annual fiscal year budgets and implements grant budgeting and forecasting systems with HoP, PC and Program Managers.</li> <li>• Ensures that internal audits and reviews are conducted as required to ensure compliance with War Child Canada and donor requirements.</li> </ul>


**SOUTH SUDAN PROGRAM**  
 17 MAY 2018  
 Sign.....

- Effectively stays abreast of donor policies, procedures, rules and regulations; compiles and updates applicable local policies; and trains War Child Canada program and partner staff in these policies.
- Ensures financial management policy and guidelines are developed and adhered to.
- Prepares budgets and financial management and financial management information for stakeholders (with Country Director and HQ).
- Ensures accurate, timely and correct bookkeeping.
- Responsible for proper financial grant management: budgeting, financial reporting, forecasting and keeping relations with financial contact person of the donor.
- Manages partners grant and financial reports; reviews and monitors partners' financial reporting and compliance. Provides additional technical assistance to partners as necessary to maintain high standards of compliance.
- Reports the relevant developments on finance administration in the field to the support department at HQ; uses the software and formats as determined by HQ.
- Prepares the financial part of proposals for donors and ensures proper reporting.
- Plays a crucial role in Risk management.
- Ensures proper management and administration of procurement processes and strict adherence and compliance of Procurement Policies and Procedures Manual (Sudan 2011) and that all documentation of Supply Requests, Request for Quotations, Purchase Orders, Bid Analysis and Payment Requests are up to date. Ensures that current files of all procurement are properly filed.
- Coordinates with the Warehouse on delivery of items including completion of Goods Received Notes, storage of items and transfer of items to field sites.
- Maintains files on market prices for commonly-bought items; and prepares and puts file status reports on deliveries and recipient of supplies.
- Responsible for management of War Child Canada vehicles in conjunction with the Operations Officer, including proper assessment and planning of programmatic and operational needs.
- Ensures that there is an up-to-date assets register (annually) duly signed by the Country Director or his/her designate and available in soft and hard copies



**B. Coordination with Human Resource Administration (20%)**

In coordination with Human Resources:

- Analyzes HR requirements based on organizational needs.
- Advises Country Director and other managers on organizational development and personnel related issues.
- Provides advice in regard to ensuring that national staff HR policies (HRM instruments and systems) are in place and adhered to; and that these policies and practices are in line with local legislation.
- Provides advice in regard to proper HR administration, encompassing preparation of and signing of staff employment contracts; ensuring all staff have proper and up-to-date JDs; development and management of annual staff leave plan; management of working hours for staff, etc.
- Provides advice in regard to the bi-annual and annual staff performance appraisals to ensure that they are conducted by relevant supervisors on time and copies of such appraisals are filed in personnel files as appropriate.
- Analyzes compensation packages, taxation requirements and human resource policies for local staff to ensure that War Child Canada has adequately accounted for the financial impact of local staff compensation and benefits.
- Provides advice to HR Officer to develop a proper, easily manageable filing system.

**C. Capacity building staff & local partners (30%)**

- Builds capacity of the support staff in the CO through on-the-job training as well as trainings and workshops.
- Indicates training needs and advises managers on possible trainings for the support staff.
- Builds capacity of local partners in Finance/HR/administrative processes.

**D. Overall/General (10%)**

- Advises and constantly consults the Country Director on the above subjects.
- Advises and follows up on contracts and contact person for legal advisor.
- Reports relevant developments on Finance and HR in the field to the support departments at HQ.
- Advises the Country Director on the hiring of, and training and supervision of War Child Canada Finance and Administration staff.
- Manages the Finance and Administration staff at the Country Office and provides technical supervision to support staff in the different field offices.
- Manages, guides, mentors, coaches and motivates staff under the section.



<b>Role Requirements</b>	<ul style="list-style-type: none"> <li>• Bachelor Degree in Accounting AND Financial management</li> <li>• A minimum of 5 years of relevant experience in a relevant Field within International Organization settings in South Sudan or other complex emergencies or Government</li> <li>• Must have certification as Public Accountant</li> <li>• Must be able to travel to field locations</li> <li>• Proven experience in a similar position, in particular in financial administration and grant management;</li> <li>• Experience in financial management, policy and procedures formulation</li> <li>• Experience of working with automated accounting systems, experience with QuickBooks is an added value;</li> <li>• Proven experience in complex security contexts;</li> <li>• Proactively searches for and utilizes organizational resources;</li> <li>• Excellent social and communication skills;</li> <li>• Excellent planning and organizational skills;</li> <li>• Ability to decide in tactical and operational issues;</li> <li>• Team player and hands-on mentality;</li> <li>• Stress resistant and culturally sensitive;</li> <li>• Results focused and cost-conscious;</li> <li>• Required: fluency in English (verbal and written).</li> </ul>
<b>Application process</b>	<p>INTERESTED APPLICANTS ARE INVITED TO SEND A CURRICULUM VITAE AND AN ACCOMPANYING COVER LETTER ELECTRONICALLY TO:</p> <p>Email: <a href="mailto:jobs.ssd@warchild.ca">jobs.ssd@warchild.ca</a> and Cc <a href="mailto:moriba@warchild.ca">moriba@warchild.ca</a></p> <p>Please ensure your application email has the subject heading of 'Finance and Administration Manager, South Sudan – [insert your name]'</p> <p>Deadline for applications <b>6<sup>th</sup> June 2018</b> Only those applicants selected for an interview will be notified. We regret we cannot entertain phone calls.</p> <p>War Child Canada is committed to providing a work environment in which all individuals are treated with respect and dignity. Final candidates will be vetted in accordance with War Child Canada's Child Protection Policy, including appropriate reference and security checks. For more information about War Child Canada, please visit <a href="http://www.warchild.ca">www.warchild.ca</a>.</p> <p style="text-align: center;"><b>FEMALES ENCOURAGED TO APPLY</b></p>

