

# The Radio Community

**Vision:** A country where people can make informed decisions about their lives

**Mission:** Sustainable radio stations that inform, educate and entertain

**Values:** Accuracy - Fairness - Independence

## JOB DESCRIPTION

Job Title: Business Manager  
Location: Juba, South Sudan  
Supervisor: Network Managing Editor  
Posting Date: 09<sup>th</sup>, June 2017  
Closing Date: 07<sup>th</sup>, July 2017

The Radio Community (TRC) manages a network of small FM radio stations across the country. With a commitment to community-based public service broadcasting, The Radio Community program is currently being managed by and receives technical support through the USAID Strengthening Free and Independent Media in South Sudan (i-STREAM) program implemented by INGO Internews. Internews is an international media development NGO. It is supporting the establishment of The Radio Community as a 100% South Sudanese NGO.

Starting in August 2017, the Business Manager position will be hired, to help develop The Radio Community and to work with existing Internews admin and support systems. This is in preparation for The Radio Community to establish itself as an independent NGO and receive subgrant funding directly in October 2017. Based in Juba, as part of the TRC Hub, the Business Manager will provide centralized administrative support, oversight and services to member stations in finance/accounting, as well as support across human resources, operations and sales/marketing. The Business Manager will work with Network Managing Editor to support plan and plan the future transition to local ownership while working within existing Internews INGO admin and management systems to support day-to-day TRC operations. An international team of advisors will work side-by-side with TRC national management and staff, providing support, training and mentorship to build management, programming, technical and business support capacities, as well as organizational and financial sustainability.

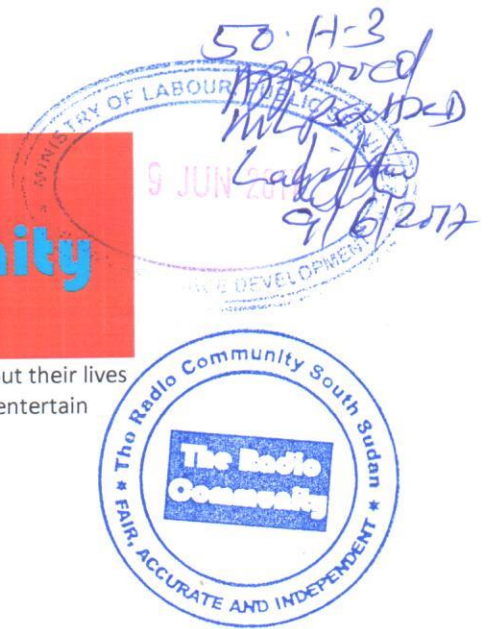
## FUNCTION

Reporting to the Network Managing Editor, the Business Manager performs and supervises finance/accounting activities, and other Business Support functions of The Radio Community. Specifically:

### Managing Interface between TRC Stations/Hub (program department) and Internews

Coordinates/Liaises with Internews Support Department on TRC Stations/Hub Needs:

- Acts as the point of contact between the stations and Internews Support Department which provides back office project support in finance/accounting, as well as HR, Operations, Procurement and IT. Coordinates and collaborates with Internews Support Department as TRC Hub liaison, and deals with all station Operations Officers (OOs) to ensure integrated and harmonized TRC Business Support systems.
- Supervises the TRC Administrative Officer and Operations Officers in the areas of finance/accounting, operations, procurement. Provides support to the Network Managing Editor in the areas of HR and Sales/Marketing, and to the Network Engineer in Technical/Engineering and IT.
- Serves as a member of the TRC senior management team.
- Responsible for TRC budgeting, monitoring station spending and cash reports and reporting to Internews for processing.





- Ensures the consistent application of Internews procurement policies and procedures, as well as compliance with external donor requirements and with current legislation and statutory requirements.

#### **Working to Prepare TRC to Receive Its First Sub-Grant**

- Working closely with the TRC SMT and Internews Advisors (Organizational Development and Accounting), coordinates the set up/running TRC NGO Finance System (once the timeline for the first sub-grant is determined.)
- Supervise OOs in this function. Consults/Coordinates with Station NPEs and across TRC Hub as needed.
- Strives to provide the highest level of internal customer service to the stations and across the organization.
- Supports and builds station-level business support capacity of the station OOs/team and provides guidance and support to the station News & Program Editors.
- Maintains audit-ready files and ensures that all necessary documentation is kept at the hub and/or at station levels, according to TRC policies and procedures, in electronic and hardcopy file systems.
- Ensures Business Support team's practical application of organization's vision, mission and values, stewardship of resources, adherence to the highest ethical standards and to all TRC policies and procedures.
- During the organization's start-up phase, duties and responsibilities will be revised to best meet the organization's needs.
- Provides cover support to operations and sales functions, tracking payment of paid programs

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

Finance and Accounting:

As TRC Hub liaison to Internews Support Department:

- Oversees and provides support to station-level financial management, review the stations cash reports and MCP before forwarding to Internews Finance department, voucher review and management, cash counts, and month end reconciliations.
- Prepares and/or reviews the documentation before submission to the Network Managing Editor for final authorization.

Financial Management and Bookkeeping for the TRC sub-grant:

- Implements and manages all finance and accounting activities include daily, weekly, monthly, quarterly and annual core accounting duties (payroll, bookkeeping, reporting, banking, vendor payments, sales invoicing/revenue, etc.).
- Develops and maintains financial accounting systems for cash management, accounts payable, accounts receivable, credit control, and petty cash.
- If applicable: Implements and/or oversees payroll functions to ensure that staff are paid in a timely and accurate manner.
- Ensures standard financial internal controls are maintained.
- Monitors bank and other account balances. Manages cash flows and prepares forecasts in accordance with TRC policies and procedures, reporting regularly to the Network Managing Editor on status and recommended actions.
- Prepares monthly reconciliations of bank accounts and all organization-level month-end checklist tasks.
- Develops and maintains timely and accurate financial statements and reports that are appropriate for the users and in accordance with generally accepted accounting principles (GAAP).
- With support from management, plays a lead role in preparing for and coordinating audits (desk/internal and external), ensuring audit-ready files are maintained across the organization.
- With support from management, prepares and monitors budgets – annual operating budget as well as project, campaign or grant-specific.





Across Business Support Functions: HR, Operations, Procurement, IT and Sales/Marketing

- Promotes positive relations with partners, clients and vendors/suppliers.
- Oversees the TRC Hub Operations function.
- With Network Managing Editor, supports TRC human resources functions, including working with Internews Support Department on contracts, hiring, leave, allowances and disciplinary matters.
- Ensures and verifies that the acquisition of assets and inventory management are in line with funder regulations and TRC policies and procedures, and ensures that assets are properly recorded, amortized, and disposed of as appropriate.
- In coordination with management and Internews, responsible for obtaining and keeping current (initial application, renewal, etc.) of all required NGO and station level licenses and certifications (radio and operational, frequency and broadcast related).
- Works with Internews Support Department on matters of operations, procurement, inventory and logistics.
- Supports Network Managing Editor in the management of the TRC Sales/Marketing function, including the sales selling cycle and methodology. Monitors sales projections and collections, and ensures that TRC income is properly booked.
- Participates in the development of new project or funding proposals.
- Supports, trains and ensures regular review of the performance of the TRC Business Support team (currently the Administrative Officer and station Operations Officers). Directly supervises the TRC Hub Administrative Officer.
- Performs other duties as assigned.

#### QUALIFICATIONS

- As a mission-driven organization, The Radio Community is looking for candidates who:
  - Share our vision, mission and values, and demonstrate that commitment through action – both on and off air
  - Place listeners at the center in everything we do.
  - Bring a problem-solving, solutions-oriented attitude.
  - Demonstrate a willingness to learn and grow - to learn from mistakes and from each other (whether a manager, subordinate, peer, colleague or advisor).
  - Take pride, ownership, accountability and responsibility in your core work and the collective work of our organization.
- University degree in Finance, Accounting, Commerce, or Business Management/Admin, other relevant degree or equivalent experience.
- CPA, ACCA, Chartered Accountant, Certified General Accountant, or Certified Management Accountant designation is highly preferred. Demonstrated core accounting skills are essential.
- A minimum of 5 years of relevant working experience in a Finance/Accounting role with additional experience at middle to senior management level. Secondary skills in other business administration areas (HR, operations) preferred.
- Practical knowledge of QuickBooks or similar accounting application is essential.
- Advanced computer skills, specifically in Accounting and Payroll software, MS Word, Excel, and Outlook.
- Resourceful and creative in developing the Business Support function, building capacity and ensuring the most effective support to line management and to/across other teams, providing a high level of internal customer service to the member stations.
- Demonstrate ability to work in high pressure environment with an ability to organize a substantial workload comprised of complex, diverse tasks and responsibilities.
- Ability to motivate teams to produce quality results.
- Ability to travel within and spend time at member stations in South Sudan outside of Juba.
- Willingness to work on a flexible schedule to meet goals and deadlines.
- Professional written and verbal communication and interpersonal skills.
- Excellent organizational skills.
- Fluency in English (written and spoken); Arabic and local languages a plus.
- This position is open only for South Sudanese nationals. Female candidates are encouraged to apply.



#### How to Apply:

- Interested candidates who meet the specific position requirements should submit a cover letter, current CV and a copy of Nationality ID card (as one file). In your cover letter, which is mandatory for consideration:
  - Clearly indicate which position you are applying for, why you are interested in working for The Radio Community, and how your experience and qualifications have prepared you for the role.
  - Remember to include a telephone number and email so we can contact you.
- Email your application to [hr@theradiocommunity.org](mailto:hr@theradiocommunity.org) . Only electronic applications will be accepted.
- Deadline: 5:00 PM, Friday 7 July 2017
- Due to the urgency of the recruitment, applications will be reviewed on a rolling basis. Only shortlisted candidates will be contacted. Applications are not returnable. Please do not submit your original certificates.

