

The logo for The Radio Community features the text "The Radio Community" in a bold, sans-serif font. "The" is green, "Radio" is white, and "Community" is blue. The text is centered on a red rectangular background.

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/Accountant
Location: Juba, South Sudan
Supervisor: Network Managing Editor

The Radio Community (TRC) has been established as a 100% South Sudanese national NGO to manage a network of small FM radio stations across the country. With a commitment to community-based public service broadcasting, The Radio Community receives core funding and technical support through the USAID Strengthening Free and Independent Media in South Sudan (i-STREAM) program. Starting in July 2016, the first four (4) Business Support team positions will be hired, to help start-up the organization in preparation for the transition of its member stations' staff to The Radio Community in 2017. Based in Juba, the Business Support team will provide centralized administrative support, oversight and services to member stations in the areas of finance/accounting, human resources, operations and sales/marketing. Supporting this transition to local ownership, 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.

GENERAL FUNCTION

Reporting to the Network Managing Editor, the Business Manager fills both the role of accountant performing and supervising finance/accounting activities, and also oversees the Business Support functions of The Radio Community.

- Supervises the Finance/Business Support Assistant, Operations Coordinator, HR Coordinator and Sales Coordinator. Also serves as a member of the senior management team.
- Strives to provide the highest level of internal customer service to the stations and across the organization.
- Coordinates and collaborates across the hub and especially working in close coordination with all stations to ensure integrated and harmonized Business Support systems.
- Supports and builds station-level business support capacity of the station operations officer/team and provides guidance and support to the station News & Program Editors.
- Ensures the consistent application of TRC procurement policies and procedures, as well as compliance with external donor requirements and with current legislation and statutory requirements.
- 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 may be revised to best meet the organization's needs.
- Provides cover and support to HR, operations and sales functions.

SPECIFIC DUTIES AND RESPONSIBILITIES

Finance and Accounting

- Implements and/or oversees implementation of 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.
- Implements and/or oversees payroll functions to ensure that staff are paid in a timely and accurate manner.
- Oversees and provides support to station-level financial management, including cash transfers, voucher review and management, cash counts, and month end reconciliations.
- 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 and/or reviews the documentation before submission to the Network Managing Editor for final authorization.
- 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, Sales/Marketing

- Promotes positive relations with partners, clients and vendors/suppliers.
- Oversees the operations and human resources functions.
- 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, 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).
- Oversees the sales and marketing function, including the sales selling cycle and methodology and provides finance, administration and operational support to Sales Representative.
- Participates in the development of new project or funding proposals.
- With the Sales Coordinator, monitors sales projections and collections, and ensures that TRC income is properly booked.
- Supervises, trains and ensures regular review of the performance of the Business Support team.
- Recommends development plans based on performance assessment.
- 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.

Date Advertised: 18 May 2016

Closing Date: 6 June 2016

- 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.

The above noted job description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give a general sense of the responsibilities and expectations of the position. As the nature of business demands change, so too may the essential functions of the position.

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:
 - 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 (preferred) or submit in hard copy to: Chris Marol at The Radio Community office (located next to the Eye Radio compound at Jebel Korok).
- Deadline: 5:00 PM, 6 June 2016
- 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.