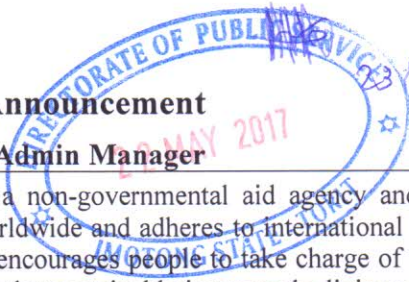


Approved



Vacancy Announcement
Finance & Admin Manager



15/2017

<p>Organisation & programme information</p>	<p>Caritas Switzerland (Caritas) is a non-governmental aid agency and a member of Caritas Internationalis. Caritas works worldwide and adheres to international humanitarian principles (NGO code of conduct). Caritas encourages people to take charge of their own fate and does this by promoting local initiatives that sustainably improve the living conditions of the socially disadvantaged, advocating the conservation of natural resources, supporting civil conflict resolution and peace building, cooperating with local partners and strengthening their own commitments.</p> <p>Caritas works in Eastern Africa and the Horn of Africa with a focus on education, strengthening of civil society, food security and water, hygiene and sanitation. We operate an office in Nairobi, have a Country Office in South Sudan (Torit) and a Representative in Ethiopia (Addis Ababa).</p> <p>In South Sudan, Caritas implements comprehensive recovery projects to provide basic services that aim at increasing access to quality education, improve food security as well as improving access to, and use of safe water by the beneficiaries. Among others Caritas builds water catchments and has a strong focus on sanitation and hygiene education and as well as teacher training, strengthening of parents/teachers associations and water management institutions. Caritas is currently seeking a Finance & Admin Manager for its South Sudan Programme.</p>
<p>Position</p>	<p>Finance & Admin Manager</p>
<p>Workplace</p>	<p>Torit, Imatong State</p>
<p>Starting date</p>	<p>asap</p>
<p>Duration</p>	<p>6 months, extendable</p>
<p>Key tasks & responsibilities</p>	<ul style="list-style-type: none"> • General Accounting, Financial Management and Reporting in accordance with Finance & Admin Handbook for Caritas Switzerland. • Responsible for monthly financial close and reporting including standard financial statements and grant level reporting. • Implement, monitor, and evaluate internal controls and compliance procedures. • Carry out primary communication to HQ and Country Director about finance and logistical issues. • Assist Country Director with budget preparation, budget analysis, and forecasting. • Provide HQ with timely and accurate Budget vs. Actual analysis reports, including explanations of variances. • Manage cash flow, including timely fund requests to HQ. Oversee the management of the country office petty cash fund and bank accounts, including monthly reconciliation. • Ensure that Annual Audit is carried out in a timely manner as required by the organization. • Ensure that the internal control procedures and donors regulations are followed for all the projects; • The Finance and Administration Manager will have access to sensitive and confidential information and is expected to act with utmost discretion and integrity. <p>Payroll Management:</p> <ul style="list-style-type: none"> • Work closely with the Human Resources and Administration Officer to ensure that Country Office payroll is done in compliance with national tax and labor regulations. • Manage timesheets for the country office, ensuring timely submission, approval, accuracy, and filing.

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Quality management system
ISO 9001, Reg.-Nr. 14075
NPO-Label, Reg.-Nr. 22116

Doing the right thing

	<ul style="list-style-type: none"> • Prepare payroll for the staff; • Computing and updating of staff pension tracker every month, • Ensure effective management of service contracts and timely execution of all approved payments to vendors /contractors for goods and services received. • Work closely with the Country Director to ensure compliance with the country office
Essential requirements & qualifications	<ul style="list-style-type: none"> • CPA, ACCA or equivalent designation is preferred; • At least seven (5) years' work experience in Accounting or Finance position with full accounting and budgeting responsibilities preferably within the INGO environment, including at least three (2) years in a management related role; • Excellent computer skills including spreadsheet, database, word processing, presentation, and email along with data entry experience; • Demonstrated experience supervising subordinates is required; • Highly organized and detail-oriented with strong analytical and problem-solving abilities; • Ability to handle confidential and sensitive information with discretion is required; • Ability to work independently, prioritize tasks, meet deadlines and to take initiative; • Fluency in written and spoken English is required. • Must be a citizen of South Sudan.
Application	<p>If you feel you fit the required profile, please let us know how your qualifications, experience and career ambitions match the requirements of this position. Send your application latest by 7th June 2017 to southsudan@caritas.ch indicating "Finance & Admin Manager" on the subject line,</p> <p>Application documents should comprise of:</p> <ul style="list-style-type: none"> - a Curriculum Vitae (CV) that contains details of your qualifications, experience, present position, current remuneration, earliest date of availability, in English - a letter of motivation for the position - Names and telephone contacts of three referees, including previous and current direct supervisors. <p>Only shortlisted candidates will be contacted.</p> <p>Caritas Switzerland is an equal opportunities employer and female candidates are strongly encouraged to apply.</p> <p>All applications submitted cannot be returned.</p>
Website	www.caritas.ch

