

JOB VACANCY

Job Title Roving Finance Controller

Organisation Johanniter-Unfall-Hilfe e.V. / Johanniter International Assistance

Organisation Description

Johanniter-Unfall-Hilfe e.V. (www.thejohanniter.org) is a German Christian non-governmental organisation, dedicated to excellence in the field of first aid, ambulance service, social service programmes and other projects in the medical and social field. The Federal Headquarters are based in Berlin, Germany. Johanniter International Assistance is the operational unit for humanitarian aid, development co-operation and emergency relief, implementing and supporting mostly health projects worldwide.

Job Location Wau, Western Bahr El Ghazal, South Sudan
(roving in all South Sudan offices)

Closing Date Application Wednesday, November 23, 2016

Interviews are scheduled for: December 1st/2nd, 2016)

Project Description

The overall objective of Johanniter International Assistance programme in South Sudan is to reduce mortality and morbidity by improving the health conditions and reducing vulnerability of people. Johanniter's intervention aims to improve the provision of and access to quality Primary Health care and the support of improved nutrition status of children under five, pregnant and lactating women and other vulnerable people. Furthermore, the improved access to water, sanitation and hygiene and improved livelihoods are an essential part of Johanniter South Sudan Programme.

Job Responsibilities and Accountabilities

Overall job purpose

Working directly under the Supervision of the Finance/ HR & Admin Coordinator, the Roving Finance Controller shall support the Finance/HR & Admin Coordinator in monitoring the implementation of grants and respective projects by performing financial controls of monthly accounts from field offices. He/she will be supporting Johanniter Partners and other Johanniter Finance and Logistics Department staff to ensure compliance with Johanniter's policies and Donor guidelines. She/he will be responsible for quality control of the budget management process, i.e. acts as last quality assurance at the Field Office level before sending the documentation to Juba Office for final reporting.

Reporting lines

Reporting to: Finance/HR and Admin Coordinator (Juba Country Office, first level supervisor)

Country Director (next level supervisor)

Receives add. technical advice from: Logistics Coordinator

Gives technical advice to: n.a.

Standing in for: Finance/HR and Admin Coordinator

Replaced by: Finance/HR and Admin Coordinator

Tasks

Grant Management

- Assess documents (e.g. grant terms and conditions, grant objectives, grant expenditures) that will verify grant's expenses and deliverables
- Assess internal controls to correct or mitigate any non-compliance or potential non-compliance
- Ensure on time completeness of financial documents
- Support Finance/HR & Admin Coordinator in budget reviews, monthly forecast, and fund transfers

- Support Finance/HR & Admin Coordinator to ensure Partner sub-grants are disbursed and accounted for in line with contractual requirements
- Work together with Partners and Johanniter logistics staff to ensure that all logistics procedures are adhered to and complemented where necessary.
- Check that supporting documents, including procurement and logistics documents are available and complete,

Capacity Building

- Work with Johanniter staff and Partner programme/finance/logistics staff to improve understanding, visibility and clarity of donor contractual requirements
- Provide technical guidance and support in setting up systems to monitor financial and procurement rules.
- Support and train field and Partner staff to ensure compliance with guidelines, including planning and managing of budgets and grants.
- Provide appropriate support to the Johanniter field offices and Partner staff in regards to accountancy & cash management;
- Identify and report improvement opportunities with Partners and propose an implementation plan
- Support the Logistics team in developing and implementing logistics reporting tools

Compliance Monitoring

- Monitor financial and programmatic compliance of the Partners by conducting compliance monitoring reviews of the Partners on a monthly basis, analyse the cash requests submitted by the Partners and Field Offices and assess the Partner's documents
- Prepare monthly reports to formalize the review with the Partners and outline procedures or internal controls to correct or mitigate any non-compliance or potential non-compliance
- Collect and cross-check the final documents coming from the field offices and from the Partners and provide a complete feedback
- Carry out verifications of the commodities delivered to beneficiaries both by Johanniter and by the Partners reporting discrepancy recommending necessary action.

General

- Communicate with the Country Office or Finance/HR Admin Coordinator to help resolve specific problems or respond to donor information requests
- Stand-in for the Finance/HR & Admin Coordinator

Person Specification

Professional Qualification and Experience:

Recognized accountancy qualification or Accounting Degree with significant work experience

Essential:

- At least three (3) years' practical work experience in a similar position with an INGO
- Professional in MS Word, MS Excel required and Outlook. Familiarity with computerised accounting packages will be a definite added advantage.
- Strong experience in managing donor contracts, in particular from institutional donors, such as BMZ, DFID, HPF, ECHO, UN agencies etc. and sound knowledge of institutional and government donors and funding policies, including procurement and supply chain topics
- Fluency in English required

Desirable:

- Ability to communicate in Arabic and any local language spoken in the project area will be a definite advantage.
- Experience in Auditing desirable

Skills:

- Ability to multi-task while maintaining a stringent eye on detail
- Ability to define problems, collect data, establish facts, and draw conclusions
- Ability to solve problems creatively in order to meet organizational goals and objectives
- Ability to thrive in a resource-poor environment (i.e. some field offices have no recreational facility at all and living conditions there are very basic), possess excellent organizational skills

Note:

This position is a roving position. Despite the fact that a base will be provided in our office in Wau the position holder will continuously move between the different project sites to support teams and partners.

Terms and Conditions

Start date:	January 2017
Contract duration:	Definite contract for one year (with possible extension)
Remuneration:	Between 35.700€ and 37.500€ annual gross salary (according to Johanniter AVR-J internal tariff and depending on relevant previous working experience).
Benefits:	<ul style="list-style-type: none">- 13th month salary- Social security provisions (lump sum 375€ per month) (for expats not falling under German social security)- International insurance package- 29 days annual paid leave plus additional R&R regulations- Yearly home flight (for contracts > 1 year)- Per diems (for international postings) for days in project country (currently 44€ per day)

Please note that this position is unaccompanied.

Contact and application process

Applications for this position (including a cover letter, CV, reference contacts of three former supervisors as well as job certificates if available) should be sent to: staff@johanniter.de. Please indicate "Roving Finance Controller" in the subject line of your e-mail and mention your earliest date of availability.

Only complete applications will be considered. Only short-listed candidates will be notified.

Please be advised, that due to the urgency of the situation, we might start short-listing even before the end of the closing date.