

## **Journalists for Human Rights – Local Financial Coordinator (part-time) Juba, South Sudan**

Journalists for Human Rights is seeking a highly experienced candidate to join a dynamic team working on the ground in South Sudan on the Canadian funded programme “Strengthening Media in South Sudan.”

The selected candidate must be a South Sudanese national who will be based in Juba, South Sudan for a period of 12-months, working three (3) days per week. The selected candidate will be working very closely with Journalists for Human Rights In-Country Manager to coordinate all financial aspects of the programme.

### **Duties and Responsibilities**

**Reporting jointly to the In-Country Program Manager and JHR HQ based in Toronto, Canada the Local Financial Coordinator be responsible for the following:**

Manage day to day accounting and maintain all the accounting/ financial records to prepare annual audit for all the country based expenses.

Provide technical support to partners for preparing monthly expenses report and proper supporting documents as per the approved budget line.

Creating monthly financial reports to be submitted and verified by JHR HQ based in Toronto, Canada using existing and proper budget lines stipulated in the Contribution Agreement between JHR and the Government of Canada under Global Affairs.

Working in coordination with the In-Country Program Manager, the selected candidate will file all related expense reports including but not limited to: payroll, office rent administrative expenses, perform monthly variance analysis of budget vs. actual and investigate significant discrepancies, if any of each partner’s as well as overall country office, develop and prepare monthly/ quarterly /annual budget, JHR related deliverables for all staff and partners based in South Sudan

### **Qualifications**

Three (3) years of accounting experience (full accounting cycle)

Financial management skills, including non-profit accounting/ international funding agency

Technical proficiency with QuickBooks Pro accounting software, or a comparable accounting system

Strong working knowledge of Microsoft Office applications, particularly Excel

Experience working within strict donors budget lines

Experience with monthly, quarterly and annual financial reports

A degree/diploma in accounting from a reputable post-secondary institution.


Creating monthly financial reports to be submitted and verified by JHR HQ based in Toronto, Canada using existing and proper budget lines stipulated in the Contribution Agreement between JHR and the Government of Canada under Global Affairs.

Working in coordination with the In-Country Program Manager, the selected candidate will file all related expense reports including but not limited to: payroll, office rent, JHR related deliverables for all staff and partners based in South Sudan.

Working in coordination with all JHR local partners in South Sudan, the financial coordinator will ensure accurate and timely financial reporting is being delivered from all partners with the ability to compile all relative.

Interested candidates should email an up to date Cover Letter and CV to [jobs@jhr.ca](mailto:jobs@jhr.ca) with the subject line “Local Financial Coordinator (part-time)” no later than 20 July, 2016.

Grant McDonald



In-Country Program Manager  
Journalists for Human Rights

