OXFAM SOUTH SUDAN

**JOB DESCRIPTION**

**Roving Finance Officer**

Reporting to **Country Finance Manager**

Internal Job Grade **C2**

Contract type **Fixed Term (1 year)**

Location **Juba- South Sudan**

Staff reporting to this post **None**

Budget responsibility **None**

**Oxfam purpose**

To work with others to find lasting solutions to poverty and suffering.

**WHAT WE ARE LOOKING FOR**

We are looking for a charismatic and pragmatic senior finance officer who has excellent time management skills, is a team player with excellent communication skills and the ability to work with minimal supervision and use initiative. We are also looking for an individual who has practical experience in accounting work and knowledge of financial principles who has a strong knowledge and passion for the work of Oxfam.

**Job Purpose**

To provide functional support to the programme finance teams in the field (including travel to the field) and ensure the South Sudan office maintains a high standard of accounting and financial control. To work closely with the Finance Manager to provide quality financial reports and the relevant tools to help the programme manage its budgets more effectively.

**Role Context**

Oxfam has been working in South Sudan since 1983, devoted to empowering people against poverty. In 2015, the organisation consolidated its efforts to meet the needs of the most vulnerable and has reached over 1.2 million people across South Sudan with life-saving sustainable assistance

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| **SKILLS AND COMPETENCIES:**  **Essential:**   * Ensure that all balance sheet accounts are reconciled monthly and follow-up on old and large items to ensure that these are resolved. No item older than 1 month should appear in the balance sheet unless with a proper reason shared and agreed upon by the Finance Manager. Always alert on any entry in the balance sheet. * Responsible for payroll preparation for national staff. * Ensuring that all the financial transactions for each reporting period are processed within PeopleSoft in a timely and accurate manner and to agreed deadlines. * Reviewing the programme accounts and ensuring that corrections and necessary re-coding of expenditure is done promptly. * Support the Finance Manager in the preparation and monitoring of all Programme budgets, including following up with Programme Managers on budget variances and agreeing corrective actions * Work with the Finance Manager to produce quality finance reports for the Programme and maintain accurate records of all financial transactions * Carry out field visits to support Finance Officers and Programme Managers on financial management issues as well as capacity building of the finance staff * Maintain close links with the Programme bankers ensuring that any discrepancies and other problems are resolved in a timely manner. Monitor the Programmes cash flow and ensure that funds are requested in a timely manner to facilitate the smooth flow of programme activities including ensuring that money transfers to the field locations is done promptly. * Ensure proper invoicing/re-charging of other Oxfam offices for expenses incurred by the Programme and staff for any private use of Oxfam resources * Ensure that all expenditure incurred is in accordance with approved budgets and OPAL projects. * Any other task that shall be assigned by the line manager from time to time.   SKILLS AND COMPETENCIES   * Minimum four (4) years accounting experience in providing a wide range of accounting and financial services, ideally within an International NGO. * Recommends and implements improvements * High level of initiative * Responsible, flexible and adaptable. * knowledge and experience of donor financial reporting requirements, donor contract management * Demonstrable experience in handling significant budgets * Education to first degree level and a full accountancy qualification * An appreciation and understanding of financial and accounting systems, procedures and processes * Ability to prioritise own workload, to work independently and a commitment to work to strict deadlines * Proven knowledge and experience of working with computerised accounting packages and spreadsheets * High level of numeracy, accuracy, attention to details and analytical skills * Ability to work under pressure * Ability to work effectively with others across teams and with competing demands * Good interpersonal skills and ability to work in a multicultural environment * Drive to achieve results * Excellent written and verbal communication skills and ability to present information and concepts clearly * Commitment to Oxfam’s values, aims and philosophy   **Desirable:**  • Prior experience of working in a similar role.  • Written and verbal communication skills in Arabic  • Knowledge of Oxfam’s systems such as PeopleSoft and helios and ways of working |
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