



Vacancy notice

Introduction

Cordaid is a Dutch, international non-governmental organization which combines 100 years of experience and expertise in emergency aid and structural poverty eradication. Cordaid believes in a world without poverty and exclusion. We strive for a just and sustainable society where every person counts. We stand for knowledge and talent sharing between North and South, between farmers and businesses, between activists and policymakers. Where poverty, conflict and exclusion tear up societies, we connect people and communities. We also stand for professionalism, expertise and solidarity across borders, to make a difference where it is most needed. Together with more than 600 partner organizations in Africa, Asia, the Middle East and Latin America we structurally improve the living conditions of the poorest and most excluded populations - the bottom billion.

Cordaid has been active in South Sudan for more than 20 years, with a strong focus on civil society capacity-building. Currently it has programs in the area of emergency response, DRR, health, food security, extractives, security & justice, women leadership and investments. Cordaid is active in seven States in South Sudan. Presently, Cordaid is expanding its program in different parts of the country. Therefore, Cordaid would like to recruit a Finance and Administrative Manager (On Secondment) as detailed below,

Finance and Administrative Manager (on Secondment) to be Based in Wau

Reporting line

The Finance and Administrative Manager reports (administratively) to the Diocesan Finance Administrator in Wau, and technically to the Cordaid Administrator in Juba.

Overall Objectives of the position:

She/He will train the Diocesan Finance Officer and other finance staff in finance management; facilitate the setting up of finance and accounting systems and procedures to ensure compliance with donor and Cordaid's finance policies, procedures, guidelines and regulations.

To ensure that all reports submitted by the Diocese to Cordaid and other donors are consistently of a high quality, submitted on time, and that the Diocese complies with the MoU and terms of the grant signed with Cordaid and other donors

Financial Management

1. Train the Diocesan Finance Officer, and other finance staff, in the day-to-day management and reporting on all grants provided by donors to the Diocese.
2. Train the Diocesan Finance Officer in preparing high quality financial reports to donors
3. Train the Diocesan Finance Officer, and other finance staff, in preparing and managing and reporting on project budgets provided by Cordaid and other donors
4. Assist the Diocesan Finance Officer in managing the donor funded project's monthly cash flow plan, ensuring timely cash requests are made.

5. Advise the Diocese on the interpretation and implementation of Cordaid's business policies and procedures, ensuring consistency and fairness in application, and in accordance with existing policies and local legal requirements.
6. Provide financial advice and assist the Diocese and project staff to adhere to Cordaid's local regulations and donor compliance processes. Identify any non-compliance procedures and ensure prompt corrective action.

Monitoring Donor Compliance

7. Assist the Diocese Finance Officer to establish a system that accurately documents all financial transactions according to approved budget lines
8. Assist the Diocese Finance Office to keep accurate records of donor agreements and budgets, including new amendments to project activities, and files these in well labeled files for audit purposes.
9. Assist the Diocese Finance Officer to prepare project finance reports to donors on a timely basis, at least two weeks before date of submission to Cordaid to allow for reviews and any necessary adjustments.
10. Assist the Diocese to ensure that all expenditures that involve distributions have adequate distribution lists on file for beneficiaries who received the materials.

Qualifications, skills and competencies

1. University Degree in Accounting, Finance / Business Administration.
2. Minimum of 3 years work experience working in INGOs.
3. Excellent understanding of humanitarian financial management processes, donor regulations and procedures.
4. Able to train finance staff in financial management principles
5. Must be honest and hardworking with a sense of responsibility.
6. Ability to work under pressure and meet strict deadlines.
7. Ability to record financial information accurately.
8. Excellent computing skills, use of accounting software, excel, and word.

Competencies

1. Integrity
2. Proven team player
3. Pays attention to details
4. Results Oriented
5. Ability to coach team members
6. Takes initiative

Further information and how to apply

Submit your applications including a motivation/cover letter, CV in English, contact details both phone and email, of at least 4 professional references, including most recent employer/supervisor to the following email hr.southsudan@cordaid.org before 31st May 2017 at 17:00hrs GMT

Mention the vacancy reference number in subject line: - (e.g.CSS0014-2017 Finance and Administrative Manager). Cordaid is an equal opportunities employer and women are strongly encouraged to apply.

All applications submitted cannot be returned.