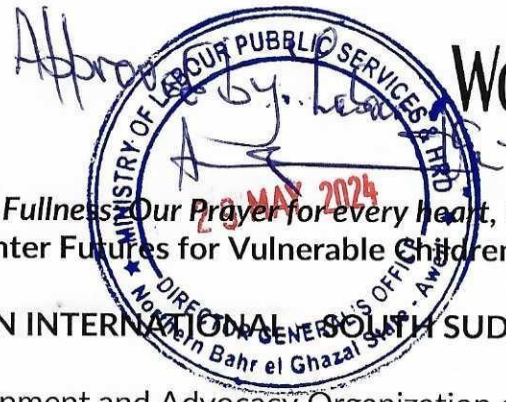


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Our Vision for every Child, Life in all its Fullness *Our Prayer for every heart, the will to make it so*
Building Brighter Futures for Vulnerable Children

JOB OPPORTUNITY AT WORLD VISION INTERNATIONAL SOUTH SUDAN

World Vision is a Christian Relief, Development and Advocacy Organization dedicated to working with Children, Families and Communities to overcome poverty and injustice. World Vision serves all people, regardless of religion, race, ethnicity or gender. All employment in World Vision is condition upon successful completion of all applicable background checks, including criminal record checks where possible.

World Vision International - South Sudan is now seeking for a qualified and dynamic Individuals (**Man or Woman**) who are willing to share in our vision and promise to Children, to join us in the role below:

- Job title:** WACRESS Finance and Administration Officer
- Reporting to:** Senior Project Manager
- Location:** Aweil (Nother Barh EL Ghazal)
- Employment Status;** Non-Relocatable
- Availability:** As soon as possible

Purpose of the position:

Purpose of this role is to support WACRESS Project ensure financial accountability, provide timely and accurate financial information/report, effective and efficient budget management, grants compliance and adherence to donors' rules, WV policies and local country legislation in order to achieve organization strategic goals and objectives. Under the overall supervision of **Zonal Finance Manager** (technical) – Northern Bahr el Ghazal, and will be working under direct supervision and overall guidance of **Senior Project Manager** (administrative). The position will provide technical guidance and management support for implementation of effective, accountable, and customer-focused administrative function.

ROLES AND RESPONSIBILITIES:

Financial Management and Reporting

- In collaboration with the Zonal Finance Manager, ensure accurate and timely production and analysis of financial report, reviewing for completeness and correctness, making the appropriate adjustments as necessary.
- Implement tracking/ monitoring system for WACRESS project, ensuring all relevant project information is accessible on a timely basis and properly summarized for rapid managerial decision-making.

- Timely preparation and submission of project Cashflow.
- Review and analyze WACRESS project expenses and variances to advise the Senior Project Manager and stakeholders on expenditure trends and potential issues.
- Ensure compliance to the various donor regulations in all project transactions and processes; keep the Senior Finance Manager and Zonal Finance Manager informed on all major compliance issues/challenges while taking the necessary corrective steps.
- Ensure timely communication/feedback with internal and external stakeholders as needed.
- Assist Zonal Finance Manager and prepare financial vouchers for budget entries and review them for valid account/cost center and donor combinations before posting to SunSystems.

Accounting, Compliance, and Monitoring.

- Confirm the source documents/ payment packages before processing the payments to ensure alignment with local legislation and WV policies and procedures
- Review daily data and post on the accounting System
- Follow-up on Accruals and Advances and ensure all payments are processed within agreement terms
- Assist the Accounting team as needed in the Review of Balance sheets reconciliations and follow-up on pending items
- Ensure proper filing system is in place
- Handle and submit the provision invoice process till payment execution. Ensure all procurement invoices submitted on time
- Prepare and submit Monthly cash needs

Financial Risk and Resource Management

- Prepare and submit Monthly cash needs for WACRESS project.
- Ensure all WACRESS project Balance sheet accounts are with current balance
- Play active role in maintenance of internal controls by ensuring laid down procedures are followed and Zero tolerance to Fraud is adhered too.
- Ensure grant procurement adhere to donors' rules and regulations.
- Coordinate and Facilitate audits; track and review audit responses and follow up on the implementation of Audit recommendations for both internal and external audits.
- Coordinate and Facilitate audits; track and review audit responses and follow up on the implementation of Audit recommendations for both internal and external audits.
- Contribute to the implementation of effective and accountable financial and asset control systems.



- Ensuring Project fixed assets are well secured, monitored and managed as per donors' rules and World Vision Policies and procedures.
- Supervise the updating of Fixed and non-Fixed Assets Register on daily basis.
- Undertake physical verification of assets to update Fixed and Non-fixed Assets Register on bi-annual basis.
- Ensure timely submission of Labour Distribution Reports (LDR)/Timesheet for all International assignees staff charged in the projects and cost center reconcile with salaries and benefits charged in the projects and cost center for International assignees.

Leadership, Capacity Development and Administrative Management

- Model Christ-centered servant leadership and support spiritual development of the team
- Provide Capacity Building and play an active role in training and mentoring project staff on matters related to finance accounts management.
- Supervision and effectively manage the performance of the Project Driver, through ensuring performance agreements, regular performance reviews, and annual appraisal are done.
- Ensure WV administration policies and procedures are understood and adhered to by staff.
- Responsible for scheduling fueling receipts and deliveries, inspections and management of the fuel facilities.
- Ensure timely supply of fuel, stationary, minor IT equipment and printing.
- Plan office supplies requirements and facilitate purchase of these goods on a monthly basis.
- Ensure effective, customer-focused air travel and accommodation function

Required Education, training, license, registration, and certification

- Minimum Qualification required: Degree in Accounting or related fields
- Professional: CPA/ACCA Section 2 (or must work towards attaining).

Preferred Knowledge, Skills and experience

- 5 Years field experience



- A minimum of 3 years of demonstrated experience in grants management
- Experience of preparing financial reports, budgetary management.
- Experience in Managing Sub grantee/Partners is required
- Strong problem-solving and analytical skills is required
- Demonstrated effective interpersonal skills, leadership, creative problem-solving, and ethical management is required

HOW TO APPLY

Interested candidates (**South Sudanese Nationals**) who meet the above criteria should submit their application, cover letter and an updated CV with at least three referees with their telephone contacts and email addresses as per the instruction below:

Due to urgency of the positions, applications submitted will be shortlisted on a rolling basis, should there be suitable candidates and the positions may be filled before the deadline for applications.

Indicate the position you're applying for in the subject line.

Duration	28 th May 2024 to 14 th June 2024
Click this link/copy this to the browser & apply	https://worldvision.wd1.myworkdayjobs.com/WorldVisionInternational/job/Awiel-East-South-Sudan/Finance-and-Administration-Officer_JR32440

The online open vacancy will automatically close on the date and time indicated. Any attempt to apply after the deadline won't go through.

Please note that only shortlisted candidates shall be contacted and documents once submitted will not be returned to the candidates.

World Vision is a child-focused organization that is committed to safeguarding all children as well as adult project participants and has zero tolerance for incidents of violence or abuse against children or adults, including sexual exploitation or abuse, committed either by employees or others affiliated with our work. Therefore, World Vision does not hire staff whose background is not suitable for working with children or vulnerable adults, even if their role does not interact directly with them.

Disclaimer: World Vision in South Sudan is a reputable organization that values transparency and fairness in its recruitment process and does not solicit any money for any job application. We encourage all job seekers to be cautious of any job ads that require payment or personal information upfront. If you have any questions or concerns about our job ads or recruitment process, please do not hesitate to contact us directly.

411 Job seekers are required to come with labor card for Job Seeker

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proved by

20 MAY 2024

MINISTRY OF LABOUR PUBLIC SERVICES & HRD

Abdour Jiri