

March 3rd, 2023

JOB PROFILE

Job Title	Head of Finance
Reporting to	Chief Executive Officer
Location	Juba
Grade	
Direct Reports	Deputy Head of Finance

SOHS
 MINISTRY OF LABOR
 3-03-2023
 03 MAR 2023
 REPUBLIC OF SOUTH SUDAN - JUBA

1.0 BACKGROUND

Kush Bank Plc, established in 2012, is a fully licensed commercial bank, capitalized per the Bank of South Sudan requirements. Since commencing operations, the Bank has become recognized as a trusted operator in the financial services sector and a stable partner to clients. We provide innovative and timely solutions to meet the unique requirements of organizations operating within South Sudan.

The Bank's mission is to offer a complete financial solution to partners through quality products and services, profitable financing solutions, innovative technology, and a knowledgeable, responsive team.

2.0 JOB PURPOSE:

The Head of Finance's role carries the overall responsibility of ensuring the financial health of the organization by providing financial guidance and support to colleagues and the management team so that they can make sound business decisions.

In summary, the office holder will:

- support and strengthen the integrity of finance systems
- ensure smooth financial operations to support the bank's head office and branches
- update and generate timely financial information for management and other levels within Kush Bank
- ensure effective treasury management of the bank

Kush Bank
 Your Business Partner
 03 MAR 2023
 Juba, South Sudan

3.0 KEY DUTIES/ RESPONSIBILITIES OF HEAD OF FINANCE
a) Financial systems and procedures

- Prepare annual budgets and guide the management team in strategic financial thinking and decisions.
- Ensure smooth implementation and updating of robust and adequate financial systems and procedures in line with the Kush Bank Finance Policy and international accounting practices.
- Develop and update the finance diary that covers all the required monthly activities.
- Ensure that all financial transactions are fully supported and the related records are updated daily.
- Carry out regular backups and facilitate their off-site storage.
- Prepare monthly and quarterly financial diaries for office and sub-office finance systems and ensure utmost adherence to the Central Bank deadlines.
- Maintain, follow, and ensure the integrity of the Central Bank reporting guidelines.
- Ensure the management of branch treasuries.

b) Financial records and transactions

- Carry out sensibility and control checking before and after posting branch transactions.
- Visit the bank branches to review their maintained financial records and ensure they comply with Central Bank policies and procedures.
- Lead the teams responsible for payroll, government taxes, and cash management.

c) Financial reports

- Generate timely, accurate, and efficient financial reporting (both electronic and manual field returns) and submit them to the Chief Executive Officer.
- Oversee and direct all internal management reporting to budget holders and heads of departments/ managers.
- Ensure the proper monthly reconciliation of the balance sheet/ control accounts.
- Oversee the year-end accounting procedures and ensure the rectification of any discrepancies.
- Assess and identify gaps in essential internal controls that impact the overall financial support given by branch managers such as Microsoft Excel.
- Help the bank's board and management teams make financial decisions.

d) Financial and system controls

- Ensure safe security of cash in the bank offices
- Coordinate weekly and monthly cash counts and cash movement between the bank and central bank.
- Implement, maintain, and audit systems and procedures to ensure document security for a complete audit trail for all accounting records and supporting documentation.



- Ensure the effective and efficient use of all Kush Bank resources for cost management and profit maximization.
- Monitor and interpret cash flows, debt facilities, working capital, and other key performance indicators and predict future trends.

e) Staff management

- Directly lead, manage, and motivate staff in the finance department.
- Establish and regularly update clear staff work plans, performance areas, and deliverables.
- Integrate and conduct regular performance reviews of day-to-day work activities.
- Assess and identify performance capacity gaps and propose training and capacity building for the finance department staff members.

f) Audit function

- Commission timely external audits and ensure audit recommendations are implemented
- Manage and strengthen financial management and administration across the bank.
- Integrate internal audit functions in the monthly, quarterly, half-yearly, and yearly procedures.
- Ensure compliance and the financial integrity of the bank

g) Other responsibilities

- Develop and maintain beneficial external relationships with appropriate contacts.
- Keep abreast of changes in financial regulations and legislation
- Any other duties assigned by the Chief Executive Officer.



4.0 WORKING CONTACT

The job role requires regular interaction with the bank's suppliers and business partners.

Internally, the officeholder will work closely with the bank's management team - branch managers, the operations, corporate, and human resources managers.



5.0 QUALIFICATIONS, EXPERIENCE, SKILLS, AND COMPETENCIES

a) Qualifications

- Bachelor's degree in Finance or a related field, such as economics, or accounting (Master's Degree will be more desirable)
- Professional qualifications in Accounting (CPA or ACCA)
- At least seven year's experience in a financial institution, especially in a bank at the start-up phase

- Proven experience to help facilitate a smooth audit process and work efficiently with external auditors

b) Experience

- Proven experience to help facilitate a smooth audit process and work efficiently with external auditors.
- Working experience in the development, review, and process implementation of financial systems, policies, and procedures.
- Demonstrated expertise in financial technology solutions architecture and system development and implementation.

c) Competencies

- Commitment to the institution's Vision and Values
- Demonstrate commercial acumen
- Experienced in supervising and mentoring team members
- Able to work independently and with minimum supervision in harsh, unstable, and challenging conditions
- Team Player & Leadership
- Able to establish and maintain effective working relations with people of different cultural backgrounds and languages
- Willingness to travel and to work long hours as required to achieve the bank's objectives
- Knowledge of business reporting tools

d) Skills

- Strong numeracy, analytical, decision-making, and problem-solving skills
- Proactive, Innovative & Risk Management skills
- Proficiency with the latest relevant financial technology software, such as Microsoft Office products and banking software financial systems.
- Project and Organizational Management skills
- Strong communication and presentation skills to communicate and function in a culturally diverse and change-oriented setting;
- Good command of English and South Sudan dialects. Knowledge of Arabic and other working languages is desirable.
- Excellent interpersonal skills, including cultural sensitivity, assertiveness, and negotiating skills.



This position is open to All. But priority will be given to qualified South Sudanese Women And Men. If you have the above-required competencies, please send your CV, copies of Academic Documents, and an engaging letter by march 23rd, 2023, through recruitment@kushbankss.com or hand-deliver your application to Kush bank KonyoKonyo Office, Opposite Juba City Council.

Due to the urgency of filling this position, applications will be reviewed as they come, and only shortlisted applications will be contacted.

