



HEALTHCARE FOUNDATION ORGANISATION

Tel: +211 928 033 544 | +211 928 880 684

30-11-22
MINISTRY OF LANDS
MGL/PSS/S
Senior Inspector
14 JUN 2022
REPUBLIC OF SUDAN
SOUTH SUDAN

Our Ref: **JOB VACANCY ANNOUNCEMENT** Date: 14 JUN 2022
VA/HFO/CERF/002/2022

Healthcare Foundation Organization (HFO) is seeking a qualified person for the position of Field Finance Officer based in Fangak County of Jonglei State.

BACKGROUND

About Healthcare Foundation Organization (HFO) was founded in 2015 in South Sudan over 7 years ago and has built a long-term, local presence in Equatoria Region (Central Equatorial State, Upper Nile Region (Jonglei State, Fangak, and Canal/Pigi Counties), Unity State, Rubkona, Guit, and Leer Counties) and Bahr El Ghazal Region (Northern Bahr El Ghazal, Aweil East County) & Warrap State, Twic East, and Gogrial East Counties). Our Country team of advisors uses their specialist expertise in Health, Nutrition, Protection, Food Security, Education and Water, Sanitation, and Hygiene. We work in the above States to support over 300,000 poverty-fighting developments and humanitarian aid projects.

HFO has been working in South Sudan since 2017 and is currently working in four States. Our services are in line with Humanitarian core policies and are tailored for specific South Sudan organizations, initiatives, and regions. HFO would like to implement an anticipated Program. For more information, please visit HFO's website at www.hfo-ss.org We wish to recruit interested and qualified applicants (South Sudanese national only) for the following position:

Our Vision

HFO envisions empowered, holistically transformed and peaceful communities growing in unity and diversity towards self-reliance.

Our Mission

HFO exists to inspire, empower and transform communities to move towards self-reliance through the provision of holistic social services and development assistance.

A. JOB SUMMARY



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Job title:	Field Finance Officer (1 position)	Date:
Department:	Finance & Grant Department	
Directly responsible to:	Finance & Grant Manager	
Hours:	40 hours per week	
Duty station:	Jonglei State (Fangak County)	
Contract number:	Relocatable staff	
Opening date	June 14 th 2022	
Closing date	July 1 st 2022	
Starting date	ASAP	

1) KEY ROLES AND RESPONSIBILITIES

- Ensure that all finances are properly administered and monitored, including maintenance of petty cash, accurate input & monitoring of the various income streams using SAGE 50 software, Tale and Peach tree, QuickBooks, payment of bills, bank reconciliation etc
- Preparation of monthly financial management reports for the **FGM** to present at Senior Management and the Board meetings and be prepared to provide this information as and when is needed, including:
 - ✓ management accounts
 - ✓ financial statements
 - ✓ budgets
 - ✓ forecasts
 - ✓ variance reports
 - ✓ cash flow
 - ✓ preparation of financial statements for external audit
 - ✓ ensuring legal compliance and returns to the Healthcare Foundation Organization.
- Create and maintain financial spreadsheets, including income and expenditure financial profiles using a per cost-centre model
- Oversee the payroll function in coordination with the HR & Administration department
- To maintain awareness of and suggest new, efficient methods of financial management including new technologies

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2) HR KEY ROLES AND RESPONSIBILITIES

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Date: _____

- Provide administrative support for all HR-related queries, liaising with the on-call legal line as required
- Monitoring the HR-related documentation such as contracts of employment
- Ensure HR files are up to date, accurate, and comply with legislation

3) MONITORING KEY ROLES AND RESPONSIBILITIES

- Responsible for the accurate and regular collation of performance and financial information against agreed targets
- To contribute to monitoring and analysis of conversations, systems, and documentation
- To prepare monitoring information to support the identification of trends, issues, and service gaps requiring consideration.

4) ADMINISTRATION KEY ROLES AND RESPONSIBILITIES

- To provide day-to-day administrative support to the **FGM**, including diary management, minute taking, report writing, letter writing, travel arrangements, etc
- To support the **FGM** to monitor the performance of the Organization.
- Be responsible for researching and supporting the roll-out of additional policies and procedures as needed and overseeing the policy review cycle

5) GENERAL KEY ROLES AND RESPONSIBILITIES

- To lead and work as part of a team to fulfill the aims and purpose of HFO and the teams.
- To carry out all responsibilities and activities within equal opportunities and a safeguarding framework.

6) QUALIFICATION, ESSENTIALS, AND REQUIREMENTS

Essential	Desirable
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Our Ref: ✓ Bachelor's degree in Economic, Business, and Public Administration from an accredited institution or equivalent

- ✓ Must be proficient in every aspect of SAGE LINE 50 accounting software and QuickBooks
- ✓ Strong financial skills – particularly the preparation of management accounts, cash flow forecasts, financial statements, updates, and reports
- ✓ An ability to direct and advise Senior Management on finance-related matters eg. Preparing budgets
- ✓ Good working knowledge of computerized financial systems and desktop applications including Microsoft Office and particularly MS Excel and MS Word.
- ✓ Experience in monitoring expected outcomes against funders/shareholders/owners' agreed with aims and objectives
- ✓ Strong interpersonal, written, and oral communication skills, particularly report writing
- ✓ Experience in liaising with colleagues at multiple locations
- ✓ Must have a flexible approach to working
- ✓ Ability to work under pressure and the ability to work to short deadlines
- ✓ Strict adherence to confidentiality, particularly with respect to sensitive financial information, personal details,

- Date: ✓ Holding or working towards an accounting qualification would be advantageous
- ✓ Knowledge of Charity and Company financial regulations and requirements
 - ✓ Knowledge of management accounting software in addition to SAGE LINE 50 (eg. Microsoft Forecaster) would be advantageous
 - ✓ Understanding of HR
 - ✓ Experience of working within the voluntary sector.
 - ✓ Knowledge of deprived communities, young people and families
 - ✓ As necessary and in addition to the above, to undertake development and management of other activities commensurate with the level of the post and HFO service needs.



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Our Ref: and the background of staff and project participants. ✓ A commitment to and understanding of equality and diversity	Date:
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7) Key Performance Indicators:

- Timely and quality technical support to the programme team and partners in line with work plan;
- Quality and timely development and review of systems for tracking/monitoring;
- Timely submission of quality and accurate financial reports;

8) HFO STATEMENT ON PSEA AND PROTECION

- HFO staff must adhere to the values and principles outlined in HFO Code of Conduct and Ethics, HR Policy, Prevention from Sexual Exploitation and Abuse Policy, GBV, and Child Safeguarding Policies.
- In accordance with these values, the HFO operates and enforces policies on beneficiaries, partners, and services to protect the Vulnerable group from being exploited and to ensure the environment is free from harassment.

9) HOW TO APPLY: (Read the instruction carefully before applying)

- ✓ Applications should be addressed to Human Resource & Administration Manager by quoting the vacancy number not later than **July 1st, 2022 @ 5.00 PM**. Applications received after this date will not be considered.
- ✓ Due to limited internet space, **HAND DELIVERY** of Applications is allowed on the condition that you find your own way of getting to the office.
- ✓ Hand delivers to HFO security Guard in Tongpiny, off Catholic University of South Sudan or Near to UNIDOR Office
- ✓ Due to the urgency of these positions, applicants **WILL BE** selected on a rolling basis and before the dateline.
- ✓ Qualified female applicants are particularly encouraged to apply!

HFO Employment statement: Healthcare Foundation Organization (HFO) provides equal opportunity and fair and equitable treatment in employment to



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Our Ref: *all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status.* Date:

@HFO HR & Administration department 2022

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Email: healthcarefoundation.org@gmail.com
To improve and advance the "Quality of Healthcare" in South Sudan and its regions