

VACANCY ANNOUNCEMENT.

Action Against Hunger is a non-governmental organization whose aim and mission is to save lives by eliminating Hunger, and Under-Nutrition, particularly during and after emergencies like disasters. Action Against Hunger focuses on nutrition, health, and healthcare practices; Food security and livelihoods (FSL); Water, Sanitation and Hygiene (WASH) and Advocacy.

Action Against Hunger USA is currently looking for a qualified **South Sudanese Nationals** to fill the position of **Finance & Administration Assistants (02) positions**

Position open date: **July 24, 2024**

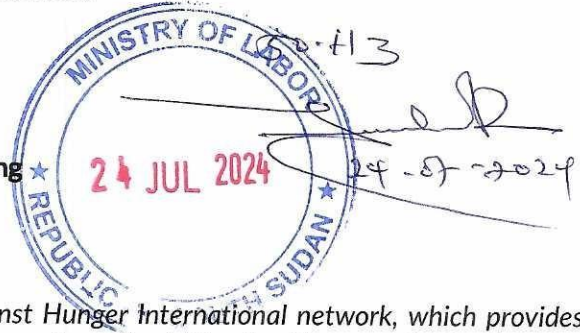
Position/Advert end date: **Aug 13, 2024**

Position starts: **Aug 15, 2024**

Location: (Country & Base): **MET- South Sudan- Roving**

Directly Reports: **MET Finance Officer**

Technical Supervisor: **MET Finance Manager.**



Action Against Hunger-USA is part of the Action Against Hunger International network, which provides humanitarian relief in over 40 countries worldwide in the sectors of nutrition, health, water/sanitation, and food security. Action Against Hunger-USA, an independent NGO, currently manages operations in 8 countries: Kenya, South Sudan, Ethiopia, Kenya, Tanzania, Uganda, Somalia and Haiti. Action Against Hunger-USA has over \$110 million in programs, and approximately 1,700 staff based in the various country offices and New York City, Washington D.C and Horn and East Africa Regional Office in Nairobi. Additional growth is anticipated.

I. SUMMARY OF POSITION:

The main purpose of this position is to provide overall grant financial management that includes Cash and budget controls and financial reporting in the area, Provide update on financial as well as administration in the area of deployment.

The role will promote and ensure accuracy and completeness in Cash Management, vendors or contractors support and payment, project staff capacity building on financial matters, financial reporting and risk management as per the donors' regulations and ACF policies. The role will also include engagement with local authorities in the area of deployments by creating rapport with the local authorities. Jobholder is also expected adhere to Action Against Hunger's ethos and demonstrate a quality of work life that is an example to others.

PURPOSE:

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ENGAGEMENT

Engage with Project team, Vendors, Stakeholders, MET Finance officer, and all ACF Staff, deployments lead for the success of accountancy documents.



DELIVERY

All MET accountancy files are scanned and are correctly archived, reports given on time

KEY AREAS OF ACCOUNTABILITY:

Financial accountability and Reporting

- Prepare timely and detailed monthly, Accountancy reports for submissions coordination office.
- Carry out timely expenditure analysis and work with the project leads in order to effect programming priorities and advise accordingly.
- Working with other departments to ensure that Financial documents are properly stored and organized.
Managing the disposal of outdated or unnecessary financial documents in accordance with the Action Against Hunger policies and legal requirements

Financial planning and budgeting.

- Prepare Project cash flows in collaboration with Project Team Leads as per Detailed Implementation plan and
- Review cash-flow projections and expenditures with Project Team Leads to ensure that the projects are managed within the agreed budget and adherence to all financial guidelines.
Review of Purchase Requisition (PRF) to ensure correct allocations/coding and budget availability as well as donors' compliance

Financial Risk and Assets Management

- Ensure grant procurement adhere to donors' rules and regulations
- Play an active role in the preparation of project audits (Internal & external) while ensuring compliance and grant risks mitigation.
- Follow up on any audit recommendations and ensure its implementation.
- Ensuring field Project assets are managed as per donors' rules and Action Against Hunger Policies.
Ensure timely submission of Labor Distribution Reports (LDR)/Timesheet for all staff charged in the special projects, reconcile with the percentages of salaries and benefits charged in the projects.

Stakeholder's engagement at the area of deployment.

- Ensure coherence and innovative teamwork. Responsible for creating a dynamic approach to stakeholder engagement by encouraging collaboration between all stakeholders and setting expectations early on to ensure successful project outcomes during the deployment.
- Communicate any issues relating to deployments, which are not in line with ACF SoPs as well as of donors and ensure timely solutions are provided relating to the raised issues.

Team management and Staff capacity building

- Lead field finance team for the special grants

Conduct formal and informal capacity building to finance and non-finance staff on grants financial management

II. SUPERVISORY RESPONSIBILITIES

- Provide coaching and supervision of deployments accountancy focal person
- Liaise directly with finance team and update the finance Officer.



- Experience in stakeholder's engagement is required
- Strong problem-solving and analytical skills is required
- Demonstrated effective interpersonal skills, leadership, creative problem-solving, and ethical management is required
- USAID/EU/DFID training/certification or other grant management training required.
- Skills and knowledge on Accounting ERP (Slogist) required
- Experience in working in remote areas of the country is highly preferred
- Full professional certificates (CPA/ACCA/CA or related) is an added advantage

IIX. Commitment Anti-Discrimination and PSEA

- We provide equal employment opportunities (EEO) to all employees & qualified applicants for employment without regard to race, color, religion, gender, ancestry, national origin, age, handicap, disability, marital status, or status as a veteran. The incumbent is required to carry out the duties in accordance with the Action Against Hunger Safeguarding policies (PSEA, Child safeguarding and Code of Conduct). Action Against Hunger-USA complies with all applicable laws governing nondiscrimination in employment.

To apply, please! Send your **Cover letter and CV as one document, your ID card, and only one highest academic document as a second attachment, do not zip your application.** and three professional references to recruitment@ssd-actionagainsthunger.org. Specifying **Finance & Administration Assistant** as the title of your email before **5:00 pm Aug 13, 2024**, or Hand delivered to Action Hunger Offices, (we **strongly recommend online Application**). We do appreciate your interest in working with us; However, Only shortlisted Candidates will be invited for an interview.

- **We will only receive, accept, and consider all applications submitted through the referred channels above, any applications submitted other than channels stated here will not be accepted and considered.**

Due to the urgency of this position we will review and shortlist received applications.

- ***"This Position is Open to South Sudanese Nationals Only"***
- ***"Qualified Female Candidates are encouraged to apply"***

