



Position:	Finance and Operations Officer
Location:	South Sudan
Contract Length:	1-year, Fixed term
Opening date:	2nd May 2024
Type:	Full time
Closing Date:	31 - 20th May 2024.

About us

Christian Aid exists to create a world where everyone can live a full life, free from poverty. We are a global movement of people, churches and local organisations who passionately champion dignity, equality and justice worldwide. We are the changemakers, the peacemakers, the mighty of heart.

Christian Aid works in South Sudan (CASS) to bring lasting change to the lives of the poorest conflict-affected communities. Christian Aid considers poverty as an outrage against humanity. It robs people of dignity, freedom and hope, of power over their own lives. Christian Aid has a vision – an end to poverty – and we believe that vision can become a reality. We work wherever there is great need, helping people to find their own solutions to the problems they face, irrespective of their religion, caste or creed. If you're passionate about positive change among the most vulnerable and excluded, then this job might be for you.

About the role

Overall, the role will contribute to strengthening operational excellence and reducing risks associated to inputting data in SUN system in most efficient, accurate and timely manner, non-compliance, and poor delivery. The role will support operations of the Christian Aid South Sudan by taking lead in financial management and operations; and accompaniment model through working with partners in a mutual respect and in a complementary way while strongly bringing to bear Christian Aid value add with overall goal to systematically grow partners' operational capacity to international standards in line with Christian Aid localization agenda. In addition, the role will be responsible working general administration functions and assist partners with Procurement and all aspect of Programme financial management including procurement planning and execution in accordance with donor policy, supporting partners and Programme team with financial reporting, budgeting, auditing, and overall compliance with F&R obligations. S/he will support Finance and Operations Managers in annual audits and year end closure, provide technical support to procurement committee according to Christian Aid procurement policy and laws of the country and will annually undertake field trips to partner project location/CA field office where applicable in support of operations in remote and hard to reach areas.

Expected Outcomes

Financially Operations:

- Data captured in SUN system in efficient, accurate, and timely manners.
- Monthly payroll prepared and submitted for review and payment in timely manner.
- Staff benefits calculated and maintained as per CA policy and procedures





- Accounts reconciled and closed on monthly basis according to CA accounting cycle.
- All floats recorded, tracked, and retired according to CA financial policy.
- Taxes correctly calculated and remitted on monthly basis.
- Bank account balances are monitored.
- Prepare and submit cash request to HQ, monitored the cash flow and maintained required cash flow status.
- Correction journals passed for necessary adjustments.
- Timely review of financial data in the system

Administration and Procurement:

- Invoices for shared costs received in time and paid.
- All prepaid costs are observed on monthly basis, only current balance remains on account.
- All accruals monitored and cleared accordingly.
- Working space are conducive to CA staffs, volunteers, consultants etc.
- Inventories/stock properly manager
- All CA vehicles properly maintained and monitored and provide oversight on general fleet management.
- Effective pick and drop schedule are maintained.
- Flights, hotels, conference etc., are booked in timely manner.
- Supervise Logistic Assistant/Driver
- Contracts goods and services are properly managed through proper procurement process, monitoring, filling, extension schedule etc.
- Procurement committed supported with the technical supports required by the committee.
- Ensure sufficient consumables, office equipment and tools for staffs.
- Any other finance and operations function within the role

Support Functions: Budgeting and reporting:

- In collaboration with other colleagues, he/she shall support to develop budgeting, budget management, monitoring for Christian Aid and partners.
- Support Programme finance to ensure partners adhere to CA and international standards on procurement and finance management.
- Ensure risks of non-compliance are proactively managed.
- Support in budget variance analysis and management for country Programme, and partners capacity building in the areas of finance management, financial reporting, and procurement.
- Partners comply with Christian Aid's and institutional donors' policies and procedures.
- Partners meeting financial reporting requirements placed on them by Christian Aid and donors.
- Timely preparation and submission of donor financial reports.
- Project audits are completed timely and remedial actions for emerging audits issue completed within a reasonable timeframe.
- Internal control items monitored.
- Technical support to procurement team provided in a timely manner.
- Good relationships with partners are maintained through positive communication.





About You

You will have extensive knowledge and experience of financial management and reporting in humanitarian and development organizations, including with faith-based organizations. Should have strong knowledge and experience managing financial operations, and local partners in South Sudan. Should possess expertise in procurement management, administrations, budgeting, budget monitoring and internal controls. Strong technical, team building, interpersonal skills, and abilities to contribute positively to the wider CA South Sudan programme.

A strong experience in SUN system preferred and experiences working with other accounting systems will be added advantage.

Further Information

How to apply

Qualified candidates should express their interest to this post by applying through Christian Aid's online recruitment system on the website www.christianaid.org.uk/jobs Enquiries can be mailed to: jubarecruitment@christian-aid.org.

This role requires applicants to have the right to work in the country where this position is based.

We value diversity and aspire to reflect this in its workforce. We welcome applications from people from all sections of the community, irrespective of race, colour, gender, age, disability, sexual orientation, religion or belief.

You can expect a wide range of rewards and benefits, and flexibility that will ensure you enjoy a good work/life balance.

