

  
**HEALTHCARE FOUNDATION ORGANIZATION**

*To improve and advance the "Quality of Healthcare" in South Sudan and its Regions*

**JOB VACANCY – VA/HFO/120/2024**

**"Both external and internal applicants are encouraged to apply."**

**ABOUT HEALTHCARE FOUNDATION ORGANIZATION (HFO)**

The **Healthcare Foundation Organization (HFO)** was established in 2015 in South Sudan and has since built a solid, long-term local presence. Operating in various regions, HFO serves communities across:

**A. Equatoria Region:**

- 1) Central Equatoria State (HFO Head Office)

**B. Upper Nile Region:**

- 1) Jonglei State (Fangak, Canal Pigi, Twic East, and Ayod Counties),
- 2) Unity State (Mayendit, and Leer Counties),
- 3) Upper Nile State (Panyikang, Makal, and Nasir Counties)

**C. Bahr El Ghazal Region:**

- 1) Northern Bahr El Ghazal (Aweil East County),
- 2) Warrap State (Gogrial West and Gogrial East Counties)

For over 10 years, HFO has worked to provide vital support through initiatives in **Health, Nutrition, Protection, Food Security, Education, and Water, Sanitation, and Hygiene (WASH)**. Our services align with humanitarian core principles and are tailored to South Sudan's specific needs, supporting more than 500,000 people through various development and humanitarian projects.

To learn more, visit [www.hfo-ss.org](http://www.hfo-ss.org).

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**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 services.

**JOB SPECIFICATION**

**Job Title:** Deputy Head of Finance (1 position)

**Department:** Finance and Grant Department

**Reporting to:** Head of Finance

**Working Hours:** 40 hours per week

**Employment Status:** Full-time

**Duty Station:** 80% Juba-based with 20% field visits

**Contract Duration:** 12 months (with potential for extension)

**Opening Date:** October 1st, 2024

**Closing Date:** October 17th, 2024

**Start Date:** As soon as possible



**BRIEF DESCRIPTION**

The **Deputy Head of Finance** will oversee the organization's financial health, supporting both strategic growth and legal compliance. Responsibilities include financial planning, document review, tax compliance, and collaboration with other departments. The role requires ensuring donor funds are managed according to sound financial practices and compliance with relevant financial laws, regulations, and standards.

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## KEY DUTIES AND RESPONSIBILITIES

- **Financial Management:** Generate and review financial data using accounting software, compile and submit financial reports, and analyze trends to assess the financial health of the organization.
- **Departmental Oversight:** Assist in managing the finance department by reviewing policies, preparing budgets, and overseeing staff recruitment, training, and regular performance assessments.
- **Compliance and Forecasting:** Support the preparation of quarterly and annual financial reconciliations, enforce compliance with tax laws and reporting standards, and assist with cash flow forecasting.
- **Financial Advisory:** Advise management on HFO's financial practices and strategies for sustainable fund management.
- **Strategic Planning:** Work alongside the Head of Finance in creating strategic business plans based on financial analysis and forecasting.
- **Accounts Management:** Oversee accounts receivable and payable, regularly reporting financial positions to the Head of Finance.
- **Reimbursements and Payments:** Process reimbursements, manage bank records, and ensure all pending invoices are tracked and settled.
- **Budget and Ledger Reconciliation:** Prepare and reconcile budgets and ledgers on a monthly and quarterly basis.
- **Variance Analysis:** Conduct Budget vs. Actual analysis, determine burn rates, and report discrepancies for strategic decision-making.
- **Tax and Financial Reporting:** Prepare and file company tax documents with the South Sudan National Revenue Authority and ensure all financial reports meet donor guidelines.
- **Accounting Software:** Run and update HFO's accounting software (**QuickBooks Non-Profit Solutions**) for efficient financial management.
- **Operational Efficiency:** Develop and streamline operational efficiencies in line with donor requirements and organizational needs.

30 SEP 2024

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- **Additional Duties:** Perform any other tasks as assigned by the employer, including supervising project-specific financial activities and providing financial justification to potential donors.

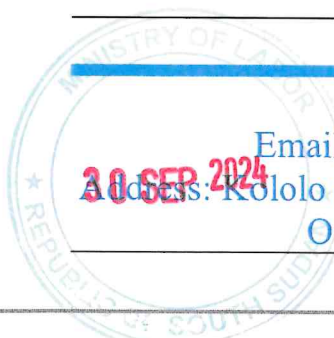
**ADDITIONAL RESPONSIBILITIES:**

- **Annual Budget Preparation:** Coordinate with the Executive Director and Project Managers to develop the annual organizational budget.
- **Project-Based Budgeting:** Develop and maintain project-specific budgets aligned with donor requirements.
- **Internal Controls:** Review and improve internal financial controls and recommend changes where necessary.
- **Audit Preparation:** Ensure all financial records are in order before audits and respond to audit findings.
- **Consortium Collaboration:** Provide financial guidance and support to consortium partners as required.
- **Representation:** Represent HFO in statutory meetings and provide management with timely updates.
- **Grant Management:** Submit financial reports through the Grant Management System (GMS) and present budget justifications to donors.
- **Project Implementation Monitoring:** Track project performance against budgets and assess the need for budget realignment.
- **Financial Reporting:** Prepare financial statements according to GAAP standards for internal and external stakeholders.
- **Cash Management:** Monitor petty cash and bank balances to ensure sufficient funds for ongoing projects and operations.
- **Bank Reconciliation:** Reconcile bank and cash accounts and oversee weekly cash counts.
- **Financial Accountability:** Submit accurate monthly financial reports and interim/final reports to donors.

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- **Disbursement Oversight:** Ensure proper documentation and reconciliation of cash advances and other financial transactions.
- **Audit Risk Management:** Develop audit action plans and manage financial risks.

### QUALIFICATIONS AND REQUIREMENTS

- **Education:** Master's or Bachelor's degree in Finance, Accounting, Economics, or a related field.
- **Skills:** Proficiency in **QuickBooks Non-Profit Solutions** and advanced skills in Excel or the **Sun Accounting System**.
- **Experience:** At least 5 years of experience in managing donor-funded projects, with in-depth knowledge of financial regulations and compliance.
- **Knowledge of Accounting:** Manage accounts payable, receivable, and general ledger functions.
- **Budgeting:** Expertise in developing and managing budgets, with the ability to track performance and implement variance analysis.
- **Financial Reporting:** Prepare comprehensive financial reports and statements for internal and external stakeholders.
- **Risk Management:** Identify and manage financial risks, ensuring compliance with local and international financial regulations.
- **Team Management:** Proven ability to lead and motivate a team, with strong interpersonal and communication skills.

### SKILLS AND COMPETENCIES

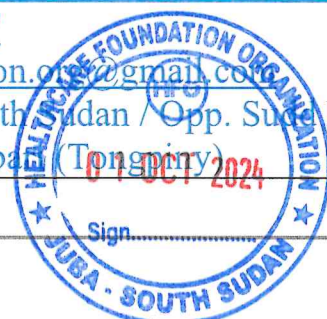
- **Communication:** Ability to effectively convey financial information to non-financial stakeholders.
- **Leadership:** Capable of leading a finance team and providing direction for financial strategy.
- **Problem-solving:** Analytical skills to solve financial challenges and make data-driven decisions.

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MINISTRY OF LABOR  
30 SEP 2024  
REPUBLIC OF SOUTH SUDAN

  
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- **Strategic Thinking:** Design and implement financial plans aligned with organizational goals.
- **Attention to Detail:** Ensure accuracy in financial reporting and auditing.
- **Collaboration:** Work effectively with cross-departmental teams, including operations and programs.
- **Adaptability:** Respond to changing financial circumstances and make quick, informed decisions.

### HFO STATEMENT ON PSEA AND PROTECTION

- HFO staff must adhere to the organization's values and principles as outlined in the **Code of Conduct and Ethics, HR Policy, Prevention from Sexual Exploitation and Abuse (PSEA) Policy, and GBV & Child Safeguarding Policies**. HFO is committed to creating a safe environment free from harassment and exploitation.

### HOW TO APPLY

- Interested applicants (South Sudanese nationals only) should send their applications, quoting **VA/HFO/022/2024**, to the **HR & Administration Manager** no later than **October 17th, 2024 @ 5:00 PM**. Applications submitted after this date will not be considered.
- Applicants may hand-deliver their applications to HFO's office at **Tongpiny** as detailed below this advert or address to [hr.healthcarefoundation.org@gmail.com](mailto:hr.healthcarefoundation.org@gmail.com)
- Applications are reviewed on a rolling basis, so early submission is encouraged. Qualified female applicants are highly encouraged to apply.

**HFO EMPLOYMENT STATEMENT:** The Healthcare Foundation Organization (HFO) provides equal opportunity and fair and equitable treatment in employment to all





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people without regard to race, color religion, sex, national origin, age, disability, political affiliation, or marital status.



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