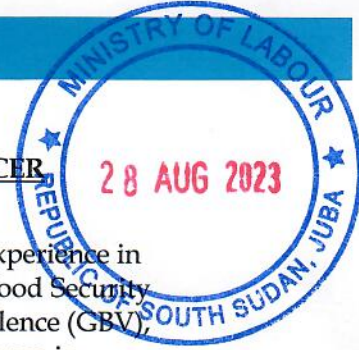


JOB ADVERTISEMENT PROJECT FINANCE AND ADMIN OFFICER



Coalition for Humanity (CH) is a National NGO registered in South Sudan with experience in implementing humanitarian and resilience projects. The organization focuses on Food Security and Livelihoods (FSL), Water, Sanitation and Hygiene (WASH), Gender Based Violence (GBV), General Protection (GP), Health and Nutrition. Coalition for Humanity has experience in integrating projects and forming a nexus across sectors in order to leverage on resources. We consider Protection/GBV, Housing, Land and Property rights (HLP) governance, peace building and conflict transformation as cross cutting issues. We have successfully integrated these in WASH, FSL, Non-food items, Health and Nutrition. Coalition for Humanity has its headquarters in Juba but with presence in the Upper Nile counties of Longenchuk, Maiwut, Ulang, and Nasir. CH operates in Jonglei with presence in Ayod, Pibor and Twic East counties and Unity State with field offices in Leer, Panyijiar, Pariang, Mayendit, Koch, Rubkona and Mayom counties.

Coalition for Humanity seeks to recruit for the position of Project Finance and Admin Officer to be based in Juba but with field visits to provide support on finance and admin related issues.

Job Description

Job Title	Project Finance and Admin Officer
Duty Station	Juba with Field Visits
Repos to	Finance & Procurement Manager
Duration	1 Year with Possibility of extension.

Job summary

Reporting to the Finance Manager and liaising with Project Managers, Director of programmes and other staff involved in project implementation. The Project Finance and Admin officer will render support to a number of active projects and be responsible for:

Specific Roles/duties and responsibilities.

- Manage project petty cash dedicated to the project.
- Record advance, settle advance, transfer fund, expenditure, and other transactions in the system. Remind staff about the outstanding advance
- Ensuring financial transactions are recorded according to the Project Administration Memo (PAM), project management procedures and CH Financial procedures into the financial system.
- Reviewing and checking that data, time and costs booked to the project are according to the project management and financial procedures, checking periodically (weekly and monthly) together with the Project Manager and correcting errors where necessary.
- Preparing timely, complete, and accurate financial reports to the donor according to donor guidelines and compliant with the project management and financial procedures

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- Providing monthly reports, including cash flow forecasts, budgetary controls and up to date overview of the financial project status to the Project Manager, Director of Programmes, Finance Manager and, explaining deviations and proposing corrective measures.
- With the support of the Project Manager and other project staff, preparing monthly financial planning and forecast for the current year and for the entire project duration.
- Providing the financials of the quarterly Project Review Report (PRR), explaining deviations and proposing corrective measures and supporting the Project Manager in completing the other topics of the PRR.
- Organizing, documenting, and archiving relevant documentation, keeping files complete and up to date and maintaining quality and accessibility of archive and files while conforming to administrative and filing procedures.
- Ensuring all supporting documents for donor reporting are made available according to donor requirements and as per project management procedures.
- Supporting internal and external audit exercises.
- Timely prepare donor invoices in conjunction with Project Manager and Director of programmes
- Familiarization with the project budget, the translation to the relevant project documents as per the project management procedures, all donor requirements, reporting dates, formats and CH internal reporting requirements.
- Supporting the project manager in preparing budget revisions compliant with CH and donor procedures and guidelines.
- Monitoring project contracts and contributing to efficient planning and time management of the members of the project, including staff, local service providers and consultants.
- Ensure the systematic archiving (paper and digital) of all relevant documentation related to financial and logistical project documents.
- Analyse project expenditures against budget allocations regularly, identifying trends, discrepancies, and potential budget shortfalls. Collaborate with the Project Manager and Director of Programmes to develop accurate financial forecasts and recommend corrective actions as needed.
- Identify financial and operational risks within the project's scope and propose mitigation strategies. Ensure adherence to financial, legal, and regulatory compliance by staying updated on donor regulations, internal policies, and project management procedures
- Provide training and support to project staff on financial and administrative processes, ensuring a clear understanding of financial reporting requirements, coding structures, and documentation standards. Foster a culture of financial accountability and transparency across the project team.

Admin and procurement

- Manage the purchase of equipment and the procurement procedures.
- Maintaining asset list at project level, inventory management of project assets, including proper record of issuance of all project assets to project staff and consultants, as well as project partners
- Ensure coordination with the programme team and other partners for the successful organization of events, workshops and meetings
- Under the supervision of programme manager, organization of procurement processes, including preparation of Micro Purchases, RFQs or RFPs, in full compliance with CH rules and donor regulations
- Support to the preparation of project Contracts, Asset and Procurement Committee (CAP) and Advisory Committee on Procurement (ACP) cases, as requested by programme management.



- Create, supervise and manage the requisitions, registers of goods receipt, budget check for requisitions, purchase orders, vouchers in the system
- Collaborate with the Procurement Department to ensure timely procurement of project-related items and services, adhering to the project budget and CH's procurement policies and procedures.

Person Specification

Education and Experience

- Degree in Finance, Professional accounting qualifications e.g. CPA (K/U), ACCA up to the final level or similar level of knowledge and skills acquired in similar roles.
- At least 3 years relevant working experience in nonprofit financial accounting of which 2-3 years in project accounting/control.
- Demonstrated work experience and knowledge of fund management, donor regulations and compliance issues related to management of donor funding and financial reporting.
- Experience with financial systems

Core Competencies

- High level of integrity.
- Excellent written and verbal communication skills.
- Advanced Excel and analytical skills
- Team player with excellent interpersonal skills
- Proactive and able to work effectively with minimal supervision.
- Excellent organizational skills
- Able to prioritize tasks and manage multiple activities.
- Attention to detail
- Able to meet tight deadlines under pressure.

Coalition for Humanity has zero tolerance for Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct that enshrines the principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act by this clause.

How to apply

Interested and qualified candidates should apply by submitting a CV and an application letter in English in (as attachments) on or before 15th September 2023 via email to jobs@ch-int.org or by delivering a hard copy to our offices in Juba Gudele 1 Area Block 4.

