

11 March 2024



Save the Children

Job Advertisement

VA No. SCI/ FO/11/2023

Save the Children is an international non-governmental organization that works for a future of children, their families and communities realize social equity and dignity; have access to their basic physical, emotional and development needs.

SCI is seeking to recruit: -

Job Title: Finance Officer (1)

Location: Akobo East:

Reports to: Field Manager /Area Finance Manager

Contract Period: 6 Months with possibility of extension

ROLE PURPOSE

He /she ensure efficient and effective financial systems and controls in the area field offices. He /she will support the programme in the field by ensuring timely production of reports and information.

This is a challenging role in a complex environment. It requires a dedicated, experienced and highly motivated individual who can manage the difficulties of living and working in such an environment and still be fundamental in helping to drive forward our programmes and our ambitions. Equally, South Sudan today is a rewarding place to be – a new country that still needs much of its plans for the future to be laid out and put in place. Joining Save the Children here now is thus an immensely exciting opportunity to help shape the future of a country as we, one of the largest agencies in the country, help formulate the future direction of this country – helping to put its children first.

KEY AREAS OF ACCOUNTABILITY:

Donor Financial Requirements in the field offices

1.1 Donor Financial Requirements in the field offices

- Ensure that there is a file for all the donor financial contracts in the field offices with all donor requirements
- Share the information with the relevant staff



- Assist in audit preparations as per the donor requirements.
 - Management of both grants and financial filing system in the field
 - Maintenance of the donors fixed assets register in the field offices
- 2.0 Monthly financial monitoring reports:

- Prepare a performance analysis report for discussion with the Area programme manager and other budget holders in the field.
- Ensure that all monthly financial action points are implemented.
- Coordinate the monthly grants finance meeting in the field, and periodic grants monitoring meetings.
- Assist the Grants Manager in providing training on budget monitoring systems, grants management procedures and various donors' terms and conditions to budget holders in the field

3.0 Financial and system controls

- Assist the Area Finance Manager in developing and maintaining robust and adequate financial internal control systems for cash management in the field offices
- Preparing and posting all correction journals as per budget holders' feedback in a timely manner.
- Ensuring all costs are coded properly by reviewing the 'accountant check' for all PR's and payments.
- Reviewing sub offices ensuring they are properly coded before upload
- Make payments after verification of the accuracy, validity, legitimacy of all documentation ensuring, completeness of financial documents, (purchase requests, work orders, pro forma invoices), proper coding and approval by responsible managers before payments are made
- Ensure organization's creditors in the field are paid promptly.
- Reconcile creditor's statements to ensure that all bills have been paid and no disputes arise between Organization and the creditors with regards to timely payments of their bills
- Prepare invoices for staff on private use of the organization's resources such as vehicles and recover the same promptly from the staff.

4.0 Cash Forecast and monitoring

- In coordination with the Area Program Manager and Finance in Juba ensure realistic cash forecasts are provided by budget holders, and place the cash transfer request for the field offices.
- Monitor that expenditure is incurred only against the approved cash forecast and any deviations approved by the Area Program Manager before the expenditure is incurred.
- Prepare a cash monitoring report every month to show if cash is spent in accordance to the purpose (budget lines) it was requested.

5.0 Cash management

- Monitor cash balances and transfers at field locations

6.0 Payroll management



- Administer the Field payroll and ensure its smooth operation. Verify staff attendance sheet, over time and any other claims
- Submit signed pay slips for staff paid in the field to the Juba Office.
- Liaise with HR/Admin Officer on incoming/outgoing staff form/to the field and payments for terminal benefits
- Handle staff advances and loan as per the Staff Advance policy.

7.0 Monthly returns

- Prepare and submit the monthly field sub offices on time
 - Reconcile the monthly cash and float balances
- Performs any other duties and tasks, which are commensurate with the responsibilities and level of the post

• BEHAVIOURS (Values in Practice)

Accountability:

- holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically and on a global scale.

Collaboration:

- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to.

Creativity:

- develops and encourages new and innovative solutions
- Willing to take disciplined risks.

Integrity:

- honest, encourages openness and transparency; demonstrates highest levels of integrity



QUALIFICATIONS

Qualification and skills

- Professional qualifications in Accounting:-CPA II or Degree in accounting.
- At least three year's INGOs experience especially in budget setting and financial accounting
- Proven audit experience
- Proven skills on managing changes, achieving results, ensuring quality, team building and capacity building.
- Strong computer skills, especially on Accounting packages
- Ability and willingness to work under pressure as part of a professional team.
- Excellent interpersonal skills, including cultural sensitivity, assertiveness and negotiating skills.
- Willingness to travel to field offices occasionally

EXPERIENCE AND SKILLS

Essential

- Fluency in written/spoken English and/or Arabic a plus Nuer
- Ability to communicate in English through verbal and written communication.
- Good level of physical health and fitness

Desirable

- Representational skills;
- NGO experience an added advantage
- Knowledge of local language spoken in an asset.

The Organisation

We employ approximately 25,000 people across the globe and work on the ground in over 100 countries to help children affected by crises, or those that need better healthcare, education and child protection. We also campaign and advocate at the highest levels to realise the right of children and to ensure their voices are heard.

We are working towards three breakthroughs in how the world treats children by 2030:

- No child dies from preventable causes before their 5th birthday
- All children learn from a quality basic education and that,
- Violence against children is no longer tolerated

We know that great people make a great organization, and that our employees play a crucial role in helping us achieve our ambitions for children. We value our people and offer a meaningful and rewarding career, along with a collaborative and inclusive environment where ambition, creativity, and integrity are highly valued.

Application Information:

Please attach a copy of your CV and cover letter with your application, and include details of your current remuneration and salary expectations.

https://hcri.fa.em2.oraclecloud.com/hcm/UI/faces/FndOverview?_afnd=&_afnd=and-Drop your application to save the children office Akobo East



We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

All employees are expected to carry out their duties in accordance with our global anti-harassment policy.

Deadline for submitting applications: **25th March, 2024.**

Approved by
by RRC
Coordinator



12-03-2024
[Signature]