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Approved by Secy
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10/11/2022



NORWEGIAN CHURCH AID actalliance

NCA SOUTH SUDAN PROGRAM

VACANCY ANNOUNCEMENT

Position: Finance and Administration Manager/Accompanier
Reporting to: NCA Head of finance
Duty Station: Kuron, Kapoeta East with frequent travel to project locations

Background

Norwegian Church Aid (NCA) is an ecumenical, diaconal, humanitarian and non-profit Non-Governmental Organization (NGO) mandated by churches and Christian organizations in Norway to work for global justice, by empowering the poor and challenging the wealthy and powerful. NCA has been working in South Sudan since 1972 and cooperates with local and church organizations in the areas of humanitarian intervention, long-term development, and advocacy programmes. NCA commits to the vision: Together for a Just World. NCA's programmes in South Sudan are Climate Resilient Water and Sanitation (CR WASH), Gender Based Violence, Peacebuilding and Contextualised projects which include Together for Inclusion and Community Based Teachers Training (CBTT).

AREAS OF RESPONSIBILITY

NCA is looking for a suitably qualified and experienced candidate to fill the position of Finance Manager/Accompanier. He/she will manage and provide financial support to Kuron Peace Village and grassroots level peacebuilding and reconciliation support project team while ensuring compliance with NCA policies and procedures. The job holder will make sure Kuron, and all third entities comply with NCA financial routines, guidelines and controls, national laws and donor requirements, and that funds are spent in strict compliance with acceptable international accounting standards practice. The finance manager will also provide technical support to partners, budget holders and field offices in all matters regarding financial management.

MAIN TASKS

Finance management

- Prepare cash flow and forecasts and share with NCA for review
- Producing financial reports related to budgets, account payables, account receivables, expenses etc
- To provide support to the finance team to produce quality reports.
- Verify that all transactions are recorded with the correct codes, task, and activity.
- Ensure that each payment has the appropriate supporting documents attached and goods and/or services have been received according to contract or purchase order.
- Carry out a timely review of bank statements and reconciliations



- Support Kuron Management on preparation of programme budgets and analysis of expenditures.
- Coordinate with Finance team in Juba in interpreting financial information for use by managers and budget holders in planning and controlling the work of the organization.
- Lead in the preparation and presentation of the annual/quarterly financial reports to Kuron Management.
- Ensure the accurate filing and keeping of financial records
- Provide support to the finance office in processing of monthly payroll for organization staff and other allowances and ensuring accuracy in the filling of statutory returns and payments Prepare and record all monthly transactions as per the set deadlines.
- Developing strategies that work to minimize financial risk

Financial reporting and audit

- To facilitate timely audit of Kuron programme and administration activities
- To supervise all organization insurance matters including renewal and remission of premiums and effecting staff covers for medical, personal accident, travel insurance, motor vehicle insurance, office and equipment covers.
- Monitor partners projects to verify financial expenditures
- Support audits and verification of Kuron, and partners projects. Prepare financial reports to NCA and relevant Kuron donors based on financial data from Kuron finance system

Budget management

- Supervise the budget expenditures, ensuring adherence to NCA financial procedures and donor requirements
- Draft spending plans based on activities and budgets.
- Work closely with the NCA Head of Finance in providing up to date financial reports on project expenditures
- Verify expenses incurred by the project against the approved budget for the month

Professional qualification

- She/he should hold a university degree in accounting, Business Administration, or closely related field. A professional accounting qualification e.g., CPA, ACCA is an added advantage
- She/he should have served in a similar position in the last 5 years and must have had finance managerial responsibility, internal control and compliance and staff supervision
- She/he should have at least 2 years of working experience in remote areas with a good ability to relate to others with cultural sensitivity,
- She/he should have experience in managing donor grants such as EU, NORAD, USAID etc.
- Excellent computer skills in MS Excel, MS Word, QuickBooks, Macommy or similar accounting system
- Very good facilitation skills with proven record of providing trainings and workshops on financial management.
- Excellent Analytical, Communication and Report writing skills.



- Strong interpersonal skills and demonstrated ability to establish effective working relations with local staff, duty bearers and local pastoralist community leaders
- Excellent Negotiation and Conflict Resolution skills
- Ability to maintain one's composure while under pressure
- Fluent in oral and written English

The closing date for receipt of applications is **2nd December 2022**.

Interested candidates should submit the following documents along with their application:

- A cover letter with full contact details, explaining why they feel they are suitable for the position
- A current CV
- Copies of their academic qualification certificates
- Three references, which should include their current or most recent Supervisor

Applications should be submitted by email to: Vacancies.Ncass@nca.no with a copy to Azima.Arkanjelo@nca.no and Nigda.Philip@nca.no

Hard copies can also be delivered to: NCA Office in Juba, Buluk near UNDP Office.

NCA is an equal opportunity employer, and qualified female applicants and people living with disability are encouraged to apply.

Only short-listed candidates will be contacted.

