

50.H-3
Approved by
Supervisor of Labour

15 January 2024



Save the Children

Job Advertisement

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 Coordinator – DRA EU

Location: Juba (periodic travel to the partner's offices and the areas of implementation)

Reports to: Finance Manager

Contract Period: 12 Months

CHILD SAFEGUARDING:

Level 3: the post holder will have contact with children and/or young people either frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.

ROLE PURPOSE:

The Finance Coordinator will support a Consortium of partners implementing programmes by ensuring the financial systems are in place and functional. Under the supervision of Deputy Finance Director, the position is responsible for receiving and reviewing partner expenditures and reports.

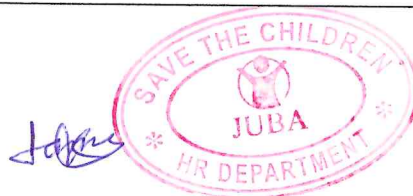
In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.

SCOPE OF ROLE:

Reports to: Finance Manager

Dimensions:

Number of direct reports: None



South Sudan is one of the most challenging and exciting working environments that Save the Children currently works in. The newest country in the world, its legacy of thirty years of war has yet to be even partly addressed as its new government struggles to both mature and reach out to its people. Infrastructure across the country remains virtually none-existent; with 80% of the country – including State capitals – only accessible for half of the year (the rainy season) by small aircraft. Even in the capital – Juba – there are no functioning public utilities, few tarmac roads and limited health services. Aid agencies rely on generators, water trucking and satellite internet to meet their basic needs. The agencies still provide some 75% of the basic services of the South Sudanese population. Parts of the country are still racked by insecurity – tribal militias, rebel militia groups and direct conflict with the North of Sudan all take their regular toll on the civilian population.

KEY AREAS OF ACCOUNTABILITY

Financial Management Systems and Reporting:

- Ensure that the Agresso ledgers for all projects are maintained up to date and that transactions are posted on daily basis and are reconciled to correctness in projects, donors, activities, and expenditure codes in order to facilitate efficient and timely reporting to management and donors.
- Ensure accounting systems, policies, internal controls and procedures are established for collection of accurate, complete and timely financial data. (E.g Budgets, forecasts, expenditures, payroll, commitments and delegation of authority)
- Provide necessary checks and balances to ensure funds are spent effectively, efficiently and in line with donor requirement.

Financial Reporting:

- Review of financial reports and transactions by Consortium partners
- Ensure that all costs/office expenditures are correctly charged under the respective donor budget lines
- Prepare adjustments journals and ensure they are posted on timely manner.
- Prepare budget versus actuals for relevant SOFs to monitor budgets on regular and timely basis
- Regularly provide finance information to Consortium team on partner spending

Ensure that all the financial reports and supporting documents are stored securely

Working with Partners and Capacity Building

- Conduct monthly verification of Consortium partner's expenditure to ensure that they are properly supported and are in accordance with the approved work plan
- Build the capacity build of the Consortium partners at Juba and Field levels in financial reporting
- Lead on monitoring the budgets for partners.
- Ensure all donor and SCI guidelines are complied with and communicated to partners
- Review Partners bank reconciliation statement and compare with expenditures and balances reported in the Statement of Source and Application of Funds
- Communicate to Consortium and Finance team of any areas where noncompliance exists or expenditures cannot be verified.

Fraud Risk Mitigation and Response:





- In case of suspicions of fraud, ensure the case is addressed as per the policy.
- Build the partner's capacity on fraud mitigation

Audit Preparedness and Donor Compliance

- Work with the Consortium team and partner organisations to ensure the programme is sufficiently audit 'ready'
- Ensure follow-up of any actions or recommendations resulting from any audits
- Assist donor audits and ensure smooth completion in coordination with the partners.

SKILLS AND BEHAVIOURS (our 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 others to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically

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

A Bachelors Degree in Commerce, Accounting or Business Administration from a recognised university. Possession of a postgraduate qualification or professional qualification such as ACCA, CPA, CIMA, ICSA etc is an added advantage.

EXPERIENCE AND SKILLS

Essential

- At least 5 years' of experience working within a Finance function.



- Solid experience in budgeting and reporting throughout the lifecycle of grants / awards
- Good financial management skills with knowledge of computer Accounting Packages and good understanding of major donors financial requirements, conditions and Government budgets and tax policies.
- Prior experience working with implementing partners
- Excellent inter-personal skills and able to communicate with diverse set of stakeholders
- Strong analytical skills and ability articulate complex information in an easy to understand manner
- Strong ability to prioritize, plan ahead and meet multiple deadlines each month
- Self motivated with demonstrated ability to generate financial reports and meet set deadlines and with good integrity.



Desirable

- Prior experience working with institutional donor funding, such as Education Cannot Wait

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures;

Child Safeguarding:

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.

Safeguarding our Staff:

The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy

Humanitarian response

In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly

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. A copy of the full role profile can be found at ([SCI Career Site Careers \(oraclecloud.com\)](https://career.oraclecloud.com))



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.

In case you face difficulty to access the link, please come to Save the Children International head office Juba Hai Malakal or SCI Field Offices for HR Technical support

Deadline for submitting applications: 1st February, 2024.

Cc: MoJJobadvert@gmail.com: (National Ministry of Labour email Address Juba)

