

Job Advertisement

Association for Media Development in South Sudan

Job Title	Finance and Admin Manager
Job Opening Date	15 th May 2024 <i>50-H-3</i>
Job Closing Date	12 th June 2024 <i>Approved by Senior Inspector</i>
Reporting line	Director <i>MOL PRSST</i>
Job Duty Station	Juba <i>Challa</i>

About AMDISS

Association for Media Development in South Sudan (AMDISS) is a media association based in Juba, South Sudan. It was founded in 2003 by the South Sudanese senior journalists to enhance the capacity of local journalists to report on issues of human rights, good governance and democracy, and to advocate for freedom of the press, freedom of expression and the right to access information.

In 2015, AMDISS established Media Development Institute (MDI) which started offering one-year training in journalism to improve the skills of local journalists and also to help to advocate for the country's media policy framework and media laws. AMDISS conducts training for journalists, media professionals, and media stakeholders.

Through its advocacy program, AMDISS seeks to build awareness of respect for freedom of expression, human rights, justice, and the rule of law across South Sudan. It also carries out dialogue forums with media stakeholders.

Overall Objective of the Finance and Admin Manager

AMDISS is seeking a self-driven and highly competent Finance and Admin Manager who is expected to provide sound financial advice and effective management of finance and administration of the organization. The duties and responsibilities of the Finance and Admin Manager will include;

Duties and Responsibilities

- Responsible for the preparation of financial reports both quarterly and annually
- Coordinate the preparation of annual budget and provide technical support to the board for best practice and donor guidelines are met.
- Maintain and update AMDISS organization annual budget planning/ forecast, master budget and funding allocation schedule for management decision making.
- Coordinate with AMDISS Director, and board secretariat to develop a yearly budget and ensure this is funded full cost recovery on the proposed budget.

- Ensures that all the financial commitments are in line with the approved AMDISS budget.
- Responsible for full cycle Accounts Payable and Accounts Receivable, including wire transfers.
- Produce monthly analysis of the finding situation at a Cost Centre and function level with all the possible assumptions and underlying facts.
- Lead in developing and maintaining financial models to track the budget, expenses, and variation.
- Review the journal transaction and ensures the cost charges to this unrestricted fund are in line with the approved assignment.
- Manage appropriate financial system and control and ensure they are in place to avoid significant finance audit risk.
- Track and maintain cash flow on a daily basis to provide clarity and transparency and prepare project accounts for internal and external audits.
- Design appropriate standardized financial forms and periodic review of the financial procedures' manual and ensure compliance with the prescribed financial procedures.
- Support program team members on administrative and financial matters and financial advisory to the program implantations team in coordination with the Director.
- Provide support on procurement of AMDISS equipment and services in the program for staff in line with the work plan.
- Support and coordinate professional and personal development of finance staff through adequate orientation, on-the job coaching, identify training needs and opportunities.
- Provide cost analysis, promote benchmarks, and make recommendations for determining effective AMDISS resources mobilization and utilization.
- Ensures the appropriate administrative AMDISS policies are in place.
- Ensures compliance to the prescribed administrative procedures and the internal control system.
- Manage AMDISS organization contracts and files.
- Ensures AMDISS organization assets are well protected and used in accordance with AMDISS organization asset policies.
- Coordinate logistical, records/response management, and support of sustainability of AMDISS organization.
- Provide general administrative program support including meeting scheduling, travel arrangements, files maintenance, document coordination, and procurement activities.
- Prepare annual and quarterly leave plans for the AMDISS staff and update them regularly.
- Support overall leadership to the administration function, ensuring that the staff are effectively supported, and staff have a clean, secure, and hospitable place to work.
- Lead in the developing Human resource policies that attract, retain, and compensate the necessary human capital assigned to drive AMDISS strategy.
- Provide performance management responsibilities by supervising the finance and Administration assistant.



Please note that this job description may vary depending on the specific needs and priorities of AMDISS and can be subject to change over time.

Qualification and Experience	<ul style="list-style-type: none"> • Bachelor's degree in accounting, finance, business administration, or a related field. • Master's degree will be an added advantage • Experience of 5 years working in similar positions
Personal Characteristics	<ul style="list-style-type: none"> • Person of high integrity • Excellent interpersonal and intercultural skills and ability to interact professionally with vendors, stakeholders, and staff at all levels of the organization; • Skilled at multitasking and prioritizing, working independently with minimal supervision. • Team player • Flexible and adaptable: willing to work irregular hours in accordance with the needs of the role; • Initiative taker, makes a sound judgment, creates synergy, and manages conflict; and, • Open to learning and sharing knowledge.
How to Apply	Applications (cover letter and updated CV) must be submitted electronically via email to Email: recruit.hr-ss@amdiss.org OR hand delivered to AMDISS's Head Office in Hai Commercial (Tijarie) Kokora Road. 150m from UNDP Offices Juba South Sudan. Tel: +211 929 807 807
Note	Only shortlisted candidates will be contacted, and applications received after the deadline will not be considered.
This position is open to South Sudanese nationals only. FEMALE applicants are highly encouraged to apply.	

