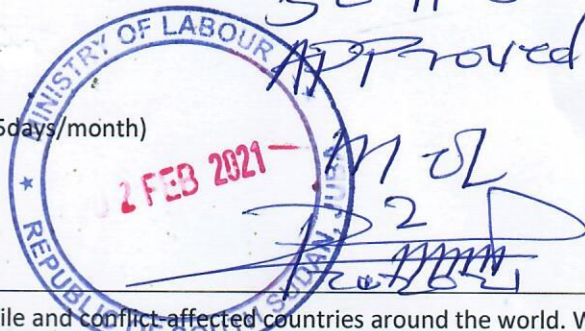


TERMS OF REFERENCE

Vacancy reference no.: VAC-4332
Position: Finance Officer
Place of performance: Juba, South Sudan
Contract duration: up to 6 months (@21.75days/month)
Application start date: 1-February 2021
Application End date: 19th -February 2021



OVERVIEW OF CTG GLOBAL

CTG support and manage humanitarian projects in fragile and conflict-affected countries around the world. With past performance in 15 countries – from the Middle East, Africa, Europe, Asia and Central and South America – we offer a holistic fabric of project management, implementation and support. Skilled in emergency response to crises such as the Ebola outbreak in West Africa, we have the ability to act quickly (crisis response teams can be on the ground in 24 hours) and to establish structured operations in high-risk environments. CTG recruit and manage qualified, skilled teams with extensive experience operating in challenging conditions.

OVERVIEW OF THE POSITION

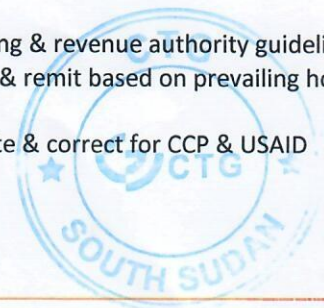
The Finance Officer will oversee the financial activities on an international donor funded social & behavior change project in South Sudan. S / he will be responsible for contributing to the financial organization of the field office activities including project budgeting, general accounting, assist in cash flow management & assist in preparation of financial reporting. The individual will be expected to work closely with the Baltimore Office, as well as an in country or regional financial firm. The responsibility extends to ensuring that all finances are properly administered & monitored in accordance with financial regulations & controls of our client & their donors & relevant stakeholders.

GENERAL FUNCTIONS

Role objective:

Key responsibilities & tasks:

- Prepare monthly financial reports on accruals & expenditure.
- Assemble financial vouchers in an organized way that facilitates quick review & approval that meet audit standards & are signature ready with the first submission.
- Immediately inform, guide & request revision to supporting documents that do not meet donor, university or audit requirement (e.g. incomplete or inaccurate forms, missing support, illegible photocopies, missing printed names, signatures, dates, etc.).
- Enter financial vouchers into QuickBooks daily ensuring the accuracy & completeness of each entry.
- Make timely & appropriate escalated follow ups with travelers to ensure they reconcile advances.
- Assist in reviewing travel & program accountabilities to ensure accuracy & proper cost allocations.
- Ensure timely & appropriate transfers of cash between the SSP & the USD bank accounts.
- Maintain photocopies of financial transactions & file per CCP imprest filing procedures.
- When necessary, write checks for disbursement & receipts for cash received.
- Support completion of end of month tasks in a timely manner, with minimal or no errors.
- Conduct routine & ad hoc independent verifications of transactions submitted to finance.
- Ensure the completeness, accuracy, timeliness, adequacy & appropriateness of all financial transactions & related support i.e. ensure all financial transactions meet audit standards.
- Review invoices to ensure all applicable withholdings & taxes are correct per accounting & revenue authority guidelines.
- Prepare, process & keep records of VAT exemption & reimbursement documentation & remit based on prevailing host country & sponsor guidelines for CCP & USAID funded award project subrecipients.
- Ensure documentation supporting VAT transactions is adequate, appropriate, complete & correct for CCP & USAID funded award project subrecipients.
- Engage, submit & follow up on VAT submissions with USAID.
- Follow appropriate protocol for reporting suspected internal controls violations.



- Act at all times in accordance with the country law & standards of accounting practices.
- Other duties as assigned.

Project reporting:

- This role reports to the Senior SBC Advisor.

Team management:

- This role has no team management responsibility.

ESSENTIAL EXPERIENCE**Geographical experience:**

- Minimum of 3 year of experience in Africa (essential).

Languages:

- Fluency in English is essential.

Key competencies:

- Bachelor's degree in Commerce Finance, Finance, Accounting, Business Administration or related field, Master's Degree in related field is an added advantage.
- Certified Public Accountant (CPA), part qualified or equivalent will also be considered, either is an added advantage.
- Experience managing USAID cooperative agreements including a working knowledge of the 2 CFR 200 / 700 a significant added advantage.
- At least 2 to 3 years' experience in the financial management of donor funded programs of similar size.
- Knowledge of U.S. govt. cost principles, rules & regulations.
- Strong organizational skills & the ability to work in a team-oriented environment.
- At least an intermediate skill level using MS Excel, Word & QuickBooks.
- Ability to apply mathematical concepts that include but are not limited to algebra, probability, statistics & numerical analysis.
- Ability to communicate adequately & effectively in English, both verbally & in writing.

Other relevant information:

- Qualified female candidates are encouraged to apply for this role.

In order to apply for this role please send your CV and Cover letter most preferably by email to the address: southsudan@ctg.org before the 19th of February 2021. Or deliver to WFP workshop next to Imatong gas Jebel, Suk Mamuru

IMPORTANT REQUEST

- Please note to name your CV by name e.g., "Mary Deo- CV" or "CV- John Smith"
- Kindly avoid naming CV as CV, Updated CV, by Job title or organization name
- For hard copy deliveries kindly include position applied for on the envelope.

Interested candidates can also create a profile and apply on CTG Global careers website. Please refer to the vacancy number: VAC-4332. Shortlisted candidates will be contacted for an interview.

