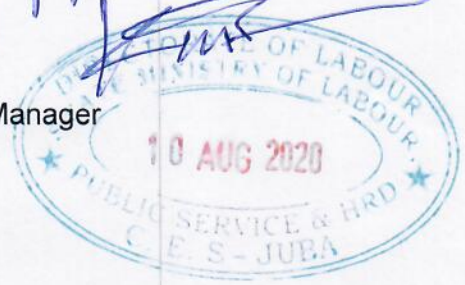




BBC
MEDIA ACTION

TRANSFORMING LIVES THROUGH MEDIA
AROUND THE WORLD

Approved



JOB DESCRIPTION

Job Title Finance and Operations Manager
Line Management: Country Director.
Contract type Fixed term

BBC Media Action

BBC Media Action uses media and communications to reduce poverty and promote human rights and to help people in some of the world's poorest countries take control of their lives and make informed decisions. We do this through our focus on health, governance and rights, resilience and humanitarian response, partnering with civil society, local media and governments to produce creative programmes in multi-media formats which inform and engage audiences strengthen the media sector through building professional capacity and infrastructure.

Job Purpose

Reporting to the Country Director, the Finance and Operations Manager will be the focal point for accounting processes, financial controls, donor compliance for restricted funding and legal and statutory compliance for BBC Media Action's work in South Sudan. S/he will also oversee the operations and logistics department, be responsible for procurement, management of office IT, transport and travel. The Finance and Operations Manager will manage the finance and operations teams and will also support the Country Director in the management of the HR function. The role will also include the training and development of staff and partners on financial management and processes. S/he will ensure that all BBC Media Action financial transactions are compliant with the principle of value for money.

Main Duties

Financial Management

- Oversee the management of all BBC Media Action South Sudan cash and bank accounts ensuring that reconciliations are carried out monthly and that all necessary financial controls are in place; ensure that there is consistency in the use of Dimensions (financial system) account codes across the office and all monthly returns and to maintain the integrity of the financial information in organisational accounting software for the office, ensuring entries are correct & up-to-date.
- Ensure that the office submits its monthly cash-flow request to HQ on time and with all necessary supporting documentation.
- Ensure the office submits its monthly financial return to senior management in country and finance team in head office on time and with all necessary supporting documentation; and ensure the monthly requirements are completed on time, signed off by the Country Director and submitted to head office within monthly deadlines
- Ensure that all budgets in each project are correctly forecasted for in the corporate forecasting processes.
- The Finance and Operations Manager will ensure that the budgeting of all project proposals for new funding are accurately prepared, reviewed and supported.

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- S/he will ensure that all project financial reports are prepared, reviewed, supported and submitted in a timely manner.
- Ensure that project audits are arranged and carried out in line with the donor contract and notifying head office in advance of any audit samples requiring supporting documentation; To ensure that all funded projects are correctly closed including disposal of assets, closure of bank accounts and finalisation of reports in line with donor requirements;
- Ensure shared costs are regularly reviewed and any gaps in funding are addressed.
- Ensure any unfunded costs (if any) are pre-approved by Head office. Approval emails are saved securely and easily assessable by London finance team.
- Furthermore, the Finance and Operations Manager will keep up to date the financial risk assessments of all projects in South Sudan, ensuring that key financial risks are identified, clear recommendations are given on how to deal with areas of weaknesses identified and to ensure that the recommendations are implemented in collaboration with the country team;
- Offer day to day supervision of the Finance team. Sign off leave forms, timesheets and conduct PDRs

Logistics & Procurement/Office Management

- S/he will oversee the implementation of the right processes and practices across the organization and ensure consistent services delivery, and constant evaluation and readjustment of the operations considering changes in the South Sudan operating environment and the Law. This is in constant coordination with the CD.
- Oversee maintenance of the office, human resources management, efficient procurement, asset management, logistical services, ICT, vehicle management, and security, in accordance with BBC Media Action policies, procedures and regulations.
- Facilitate knowledge building and sharing with regards to administration and operations in the Office – e.g. following up and sharing of new government circulars.
- Ensure full compliance with South Sudan law and regulations including ensuring BBC Media Action is properly registered and legally compliant.
- Completeness of all office support contracts related to operations - procurement and logistics, office services and managing the contracts and contractors. Ensure the contracts within the South Sudan Law and BBC Media Action commitments
- Development and implementation of a procurement management system/Checklist and database in relation to planning, awarding, administering and monitoring of all matters related to procurement, in accordance with BBC Media Procurement Manual.
- Efficient implementation of a vendor database and use of the system to record the listing, updating, evaluation and monitoring of performance of service providers.
- Provision of guidance on all procurement matters.
- Supervision of Asset Management Function
- Management of the movement of personnel and equipment by staff travelling out of within Juba. Get all proper authorizations as per government/RRC guidance.
- Development and implementation of a vehicle management and maintenance system in accordance with vehicle management policy and procedures
- Responsible for the management of the country Programme supplies and procurement to include requisition and purchase orders, storage and stock control systems, tax exemption and import permits
- To act as the main contact and to Liaise with the Landlords / service providers to ensure that maintenance or repairs are carried out
- Negotiate and manage all property leases and other contracts
- Advise Country Director and others as appropriate on legislative changes that may affect BBC Media Action's operations.

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- Updating of office operations tools and data management, ensuring information and knowledge sharing with colleagues.
- Liaising with different government offices such as the RRC, Tax and Revenue offices, Immigration, police and security clearance for International staffs, etc
- Ensure all legal operations papers for BBC Media Action are complete and well filed
- Offer day to day supervision to the Operations team including the HR Officer, Logistics Officer and Drivers and Cleaner. Sign off leave forms, timesheets and conduct PDRs. Supervise office guards.

Human Resources Support

- Ensure effective compliance with human resources policies and procedures
- Oversee recruitment processes in accordance with BBC Media Action procedures. Ensure HR filing system in place, up to date and well maintained.
- Ensure that the HR department is focused on creating teamwork and clear communication at the organisational level by working with other managers in the diversity of thoughts, experiences, and backgrounds during recruitment and always. HR desk to be the most trusted source of information.
- Create an office environment that is crowned by honesty, truthfulness, responsibility, reliability, dependability, consistency, decency, sincerity and commitment by all – and all staff feeling a part of the team.
- Ensure induction and training for new staff as well as suitable refresher training for existing staff.

ICT

- This position is the main contact for all issues related to ICT with support from London and service providers.
- Oversight of application of BBC Media Action policy and training of staff on the same.
- Maintenance of a secure, reliable infrastructure environment for ICT and adequate planning for disasters and recoveries

Health, Safety and Security management

Support the Country Director to ensure proper management of security-related issues, focusing on achievement of the following results:

- Manage and maintain staff safety and security policies, procedures and guidelines, which are implemented through existing organizational structures. Induct new staff on the security SOPs for the office
- Prepare, review and revise Security Plan, Constant Companion, Phone Tree, Visitors Orientation and Evacuation Plan. Provide leadership and direction in all areas of security preparedness, including training, orientation, technical assistance, and advise on specific security situations.
- Assessment of field travels to high security risk destinations and with the help of the Country Director, make GO/NO GO recommendations
- Coordinate with the NGO secretariat Security Focal Point to ensure that staff access security training opportunities provided by UNDSS when necessary.
- In times of security emergencies, serves as the contact point person (24/7) to support the Management Team, by obtaining rapid and frequent communication from the field staff and by making recommendations for necessary action.
- Attend weekly security working group meetings and update the management on new security issues arising.
- Lead weekly staff security briefing

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- Take responsibility for Health & Safety issues in all BBC Media Action properties in South Sudan, and – in conjunction with BBC Safety Officers – ensure best practice and compliance with BBC guidelines.

Additional Responsibilities

- Ensure that Health & Safety equipment in the office remains up-to-date and relevant staff are trained in use of this equipment – especially fire extinguishers, first aid equipment and security systems. Follow up on the role of Insight security company
- Guidance and supervision to the security guards for safeguarding the staff and premises; and BBC Media Action procedures and policies including Respect @ Work place and safeguarding. Coordinate directly with the Security service provider.
- Update of security briefing note and briefing of staff and BBC Media Action visitors on security-related matters. Coordinate closely with Insight Security Group and NGO Forum.
- Review of security arrangements considering any new requirements and ensure the efficient implementation of all recommended measures as appropriate. Seek guidance from CD.

Compliance and best practices

Support the Country office to ensure proper donor compliance and compliance to BBC Media Action policies, focusing on achievement of the following results:

- Committed to fraud detection, risk reduction and fraud reporting, ensure compliance with BBC Media Action policies and procedures, donor regulations and local laws.
- Ensure procurement, transfers and disposals of commodities and software that are subject to Export Compliance are in line with applicable licenses or need new licenses and related actions are properly documented. Government regulations adhered to.
- Ensure that vendor due diligence actions are carried out (and documented) as per required procedures including vendor registration, vendor performance, price/vendor information. Conduct physical verification as required.
- Work with Finance and HR for with internal controls and required procurement documentation. Conduct verification of Procurement Inspection check list and ensure that risks associated to procurement are evaluated regularly and plans are developed to tackle those.
- Participate in review procurement documentation, internal and external audit reports and work on improvement as recommended. Work with teams to implement corrective measures.
- Participate in review of Procurement policy, HR manual, contingency plans and Finance Manual etc

Essential Skills and Experience

- Master of Business Administration (MBA) /MA degree holder preferably in Accounting/Finance major with minimum of 6 years' experience in a busy Finance and Operation departments with international organization with 3 years at Senior Management level (Key).
- Qualified Certified Accountant (CPA/ACCA)
- Understanding of general finance and budgeting, including profit and loss, balance sheet and cash-flow management; fleet
- Strong background in Supply Chain, Logistics, Administration.
- Experience in IT is strongly preferred.



- Experience of working with audit firms and international donors and a working knowledge of donor compliance for major donors (e.g. DFID, EU, USAID, UN, GAC, NMFA).
- Proven experience in managing all aspects of finance in a development context. Excellent computer skills with experience of operating computer-based financial management systems. Competent to advance level in Microsoft Excel.
- Experience in and proven track record to training and supporting partner organization on financial management.
- Ability to guide BBC Media Action team to achieve highest standard of financial integrity and accountability and operational excellence.
- An excellent knowledge of the English language, including complete comprehension of written and spoken English, and the ability to communicate effectively and efficiently.

Competencies

Analytical Thinking: Able to simplify complex problems, process projects into component parts, explore and evaluate them systematically. Able to identify causal relationships and construct frameworks, for problem solving and/or development.

Strategic Thinking: Can identify a vision along with the plans that need to be implemented to meet the end goal. Evaluates situations, decisions, issues, etc. in the short, medium and longer-term.

Decision Making: Is ready and able to take the initiative, originate action and be responsible for the consequences of the decision made.

Influencing and Persuading: Ability to present sound and well-reasoned arguments to convince others. Can draw from a range of strategies to persuade people in a way that results in agreement or behaviour change.

Planning and Organising: Is able to think ahead in order to establish an effective and appropriate course of action for self and others. Prioritises and plans activities taking into account all the relevant issues and factors such as deadlines, staffing and resources requirements.

Communication: The ability to get one's message understood clearly by adopting a range of styles, tools and techniques appropriate to the audience and the nature of the information.

Managing relationships and team working - able to build and maintain effective working relationships with a range of people. Works co-operatively with others to be part of a team, as opposed to working separately or competitively.

Problem Solving: Able to simplify complex problems or processes, exploring and evaluating them systematically. Able to identify causal relationships and construct frameworks for decision making and problem-solving. Transforms proposals/ideas into reality.

Flexibility: Adapts and works effectively with a variety of situations, individuals or groups. Is able to understand and appreciate different and opposing perspectives on an issue, to adapt an approach as the requirements of a situation change, and to change or easily accept changes in one's own organisation or job requirements.

Resilience: Can maintain personal effectiveness by managing own emotions in the face of pressure, setbacks or when dealing with provocative situations. Can demonstrate an approach to work that is characterised by commitment, motivation and energy.

Leadership – Ability to create a vision and inspire others to realise it.

Self-Development – able to identify and apply opportunities for learning and development

How to Apply

The Cover letter and CV only shall be submitted by email to Recruitment@ss.bbcmmediaaction.org. This position is open for South Sudanese only. Deadline of application will be 17th August 2020