



VACANCY ANNOUNCEMENT

Action Against Hunger is a Non-Governmental Organization whose aim and mission is to save lives by eliminating hunger, Under-nutrition, particularly during and after emergency situations like disasters. Action Against Hunger focuses on nutrition, health and healthcare practices; food security and livelihoods (FSL), water, sanitation and hygiene (WASH) and advocacy.

Action Against Hunger USA is currently looking for a qualified **South Sudanese Nationals** to fill in the position of **Grants & Finance Manager** 01 position

Position open date: **December 6, 2022**

Closing date: **December 23, 2022**

Expected Start date: **January 1 2023**

Contract Duration: **12**

Location **Juba**

I. SUMMARY OF POSITION

Under the direction of the Head of Finance, the Grants & Finance Manager is responsible for ensuring that the day-to-day grants and financial management functions are performed in accordance with ACF's policies and procedures, donor rules & regulations and in accordance with the Generally Accepted Accounting Principles (GAAP). This position requires a motivated, flexible, problem-solving team-player with excellent analytical, communication skills and the ability to priorities activities and work to tight deadlines.

II. PURPOSE

The Grants & Finance Manager will provide support in grant budget preparation, revisions, realignments, donor reporting, tracking grant spending, developing spending forecasts, handling Partner grant disbursements and reporting in line with the ACF procedures and donor rules & regulations.

III. ENGAGEMENT

The Grants & Finance Manager will hold an interactive relationship with HEARO/HQ Business Development Unit, the Country's Human Resources, Logistics, Coordination Teams i.e. Technical Heads of Departments, Field Coordinators, Partners, Sub IPs, Finance Technical Working Group and relevant external stakeholders.

IV. DELIVERY

The Grants & Finance Manager will undertake functions including but not limited to budget Development, Grant Management and Donor reporting, donor audits; facilitate mission staff training in grants/financial policies to effectively and efficiently reinforce compliance with organization and donors' policies and procedures in order to achieve organizational objectives.

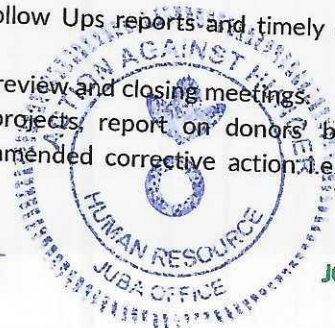
V. ESSENTIAL JOB FUNCTIONS

1. New Proposal Development

- Prepare, revise and update internal budget templates in collaboration with Program, HR and Operation teams that incorporates most current costs and shared with the team to facilitate proposal budget inputs
- Facilitate budget allocation process for new proposals, coordinate and receive respective sector budget inputs for consolidation and subsequent review by Head of Finance.
- Under the guidance of Head of Finance, prepare new budgets, support existing grant budget revisions or amendments ensuring that all costs are covered and are not under/over budgeted in addition to correct use of the ACF and donor budget formats.
- Calculate and Insert the correct Shared Support Costs for all new grant budgets.

2. Grants Management & Donor Reporting:

- Oversee preparation of the monthly Budget Follow Ups reports and timely distribution to the team & schedule reviews.
- Attend and provide support in all grant opening, review and closing meetings.
- Determine the financial position of country projects, report on donors' budget adherence, identify variances, perform variance analysis and recommended corrective action i.e. reallocation of resources where necessary.



- Examine monthly cost of projects to support design of cost-reduction initiatives
- Meet external reporting deadlines while ensuring scheduled donor reports present true and fair financial status as at each reporting period and liaise with donors and HQ when necessary on procedure questions.
- Prepare and present grant-wise operational and strategic financial portfolio analysis to senior management for effective and efficient decision making.
- Prepare donor reports ensuring financial alignment between project outputs and expenses.
- Supervise and consolidate timely donor financial reports, review ledgers to ascertain accuracy and authorize expense re-classification.
- Provide financial oversight and management of grant awards and flag up questions/issues to be addressed by funding sources.
- Review financial transactions allocated to grant awards to ensure reasonableness, consistent treatment, and availability of funds.
- Analyze and monitor projects' budget against execution, consistently monitoring grant burn rates and balances to keep project team informed of status.

3. Financial Management:

- Communicate timely and accurate financial analysis of running grants to aid appropriate corrective measures; generate financial statements as per international accounting standards.
- Share grant financial reports, variance analysis and ensuring coherence with the programmatic reports; undertake preventive checks, monitoring and verification of partners' financial reports.
- Work with Finance Manager (Accounting & Treasury) to facilitate prudent allocation of monthly Shared Support Costs.
- Support budget parameter creation, importation/update to both Logistics & Financial Management Systems (SAGA & Link), budget projections and analysis of expenses as needed.
- Review salaries & benefits being charged to projects and adjust to ensure correct allocation considering number of positions and percentage covered.
- Prepare, review and distribute monthly financial reports with specific reference to funded projects, document and address issues requiring attention and/or further discussion.
- Analyze and monitor projects' fund and cash balances per CFP forecasts and keep project team informed of status or issues to inform adjustments of individual grant forecast projections.
- Work with finance staff to ensure timely and accurate processing of payables, monthly In Country donor invoicing, receivable tracking, follow up and reconciliation.

4. Staff Management, Training and Continuous Learning:

- Conduct Performance Management, Assess & Strengthen Technical Capacity Of Direct Finance reports through Quarterly Twenty Minutes Conversations, Feedback, coaching, On the Job Training, Performance Management and Evaluation.
- Support direct reports in identifying relevant training needs and encourage staff enrolment and taking sponsored courses through Learn lab.
- Identify training needs in the area of Budgeting and Grant management in each site and sector.
- Assist in providing training and support for the mission program and operational staff on proposal budgets, revisions, project procurement planning & treasury forecasting.
- Lead refresher training programs for Base, Program Leads and Program Managers to ensure budget holders & staff are aware of their roles and responsibilities in regarding budgeting and grant management and are updated with new procedures and ACF strategic initiatives.
- Monitor staff competencies post-training and provide regular feedback and guidance to ensure all gaps in knowledge are addressed and rectified with supervisors as appropriate.

VI. GENDER EQUALITY COMMITMENTS

- Foster environment supporting values of both women and men equal access to information, promotion based on performance objectives and respect for beneficiaries regardless of gender, sex, disability, religion or cultures.
- Promote and uphold the PSEA Policy and Procedures.



VII. REPORTING RESPONSIBILITIES

- This includes preparing and submitting donor financial reports Head of Finance review, analysing allocable expenses, formulating projections and ensuring compliance with donor rules and regulations.
- Training staff on grant budget development procedures, cost/expenditure allocation, best practices, regular preventive compliance visits to the field and reports with recommendations to Head of Finance to evaluate support needs
- Facilitate partner disbursement requests processing, follow up for submission of scheduled reports for review before consolidation of donor reports for review by Head of Finance to pave way for RFS validation and submission to donor.

VIII. REQUIRED QUALIFICATIONS

- Bachelor's degree in Finance, Business Administration with CPA or ACCA
- At least 3 -5 years of experience in similar position within humanitarian context
- Knowledge of SAGA usage and relevant Financial Management System

IX. REQUIRED SKILLS & EXPERIENCE

- 3+ years of experience in Grants Management (Proposal Budget Developments, Donor Reporting and Audits)
- Attention to details, extreme motivation, willingness to learn and grow in the organization
- Exceptional organization and planning skills, ability to manage and follow work plans
- Highly developed interpersonal communication, able to negotiate, influence, give effective feedback, a team player able to manage stress effectively, juggle competing priorities and able to maintain confidentiality
- Fluency in English, strong computer skills particularly in Excel, literacy and numeracy
- Experience with SAGA accounting software

X. Safe guarding Commitment

Action Against Hunger has zero tolerance towards all forms of harm and abuse. We take concerns and complaints relating to safeguarding issues involving our staff, partners and suppliers very seriously. **We will take action to vigorously investigate and manage any violations or alleged violations of this policy**

To apply, please! Send your **Cover letter, CV, & ID card as one Document** with three professional References to recruitment@ssd-actionagainsthunger.org specifying **GRANTS & FINANCE MANAGER:** as the title of your email, or hard copy Applications delivered to Action Against Hunger Office in Hai Cinema, near St James Parish.

The deadline for applications is **December 23, 2022 at 5:00pm.** We do appreciate your interest to work with us; However, Only shortlisted Candidates will be contact.

We will only receive, accept and consider all applications submitted through referred channels above, any applications submitted other than channels stated here in will not be accepted.

"This Position is Open to South Sudanese Nationals Only"

"Qualified Female Candidates are encouraged to apply"

