



Africa
Educational
Trust

Education for all is the
key to development

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Approved by
S/Inspector



Role Description

Role: Finance and Administration Manager Africa Educational Trust (AET) South Sudan

Location: Juba

Hours of work: 35

Background:

AET as part of the Street Child group believes that every child deserves the chance to go to school and learn. Our projects focus on a combination of education, child protection and livelihood support to address the social, economic, and structural issues that underpin today's education crisis. We partner with local organisations and communities to deliver our locally rooted programmes, using evidence to drive learning and the refinement and scale-up of programmes to create maximum impact for most children at the lowest cost. We pride ourselves on being willing to go to the world's toughest places where others won't, including remote, hard-to-reach areas and fragile, disaster-affected states across sub-Saharan Africa and South Asia. Since 2008 we have helped over 500,000 children to go to school and learn and supported over 33,000 caregivers to set up businesses so they can afford the cost of educating their children.

Role Purpose

The Finance and Administration Manager will form part of the Senior Management Team. He/she will be responsible for the financial and administrative operation of the organization and ensure timely and accurate financial reports and practices including cash management, payroll, financial disbursement, ledgers, receipts, cash requisition forms, budget, and budget management, etc.

Key Responsibilities

- Establish and implement financial procedures in line with AET requirements
 - This involves submitting monthly requisitions, establishing budgets, documenting expenditure monthly, and ensuring that the necessary records of expenditure are stored safely.
 - Monitoring petty cash and bank balances to ensure that sufficient funds are available for program needs.
 - Ensuring monthly updates are sent to AET regional office.





- Timely and accurate recording of all financial transactions in line with organizational and donor needs.
 - Establish and prepare accurate information for budget monitoring and progress reporting of programs
 - Prepare programme financial reports in the format required by donors to support the programmes team
- Provide support and advice on budget preparation and revisions to the programmes team
 - Work with the programmes team to ensure that budgets illustrate the appropriate costs
 - Monthly review expenditure against projected budget with the programmes team and make budget adjustments within donor tolerance or assist with budget realignment proposals for donor approval
 - Work with the programmes team to cost new programmes for proposal development
- Provide support and advice on all elements of the procurement and logistic processes
 - Work with the programme coordinator and regional team to ensure that all goods and services are procured in line with AET Procurement Policy
 - Provide support with all aspects of the procurement process
- Support internal staff and staff at partner organizations on the development and implementation of financial systems
 - Provide capacity building for staff to ensure that their financial skills are sufficient
 - Work with implementing partners and local partners to ensure that they possess the necessary financial skills and provide support where necessary
- Control of payroll and responsibility for adhering to all local laws including tax payments
- Manage the organization's annual external statutory audit process
- Manage and lead the finance staff, fix objectives and assess the staff he/she line-manages
- This job description is not intended to be all-inclusive, and the employee will also perform other related tasks as required and be responsible for reporting and communication of progress and achievement of the specific assigned task

Core Values:

- Commitment to AET mission, vision, and values, and the ability to convey with enthusiasm AET's role in South Sudan.
- High integrity, honesty, and confidentiality; ability to deal tactfully and discreetly with situations, people, and information.
- Acceptance of diversity and inclusion as a core value.
- Willingness to work in a flexible, sub-optimal, stressful, and unstable environment.
- A resource and budget-sensitive approach – mindful of the need to balance high standards with the imperative stretching resource envelopes as far as possible, to benefit as many



as possible of the hundreds of thousands of children in South Sudan who presently lack, and are unlikely to acquire, these core life skills.

- Ability to prioritize with good time management skills.
- Strong management and interpersonal skills.
- Strong awareness of key development issues and trends at the national level.
- Ability to represent the organization externally, including with partners and donors.
- Should have the right to work in South Sudan
- Ability to work easily with national and international colleagues alike;
- Entrepreneurial and business spirited
- Knowledge of donor compliance



Reporting

- This position reports directly to the South Sudan Country Manager but with a dotted line technical reporting responsibility to the AET Regional Finance Manager.

Qualifications and Experience:

- A qualified accountant with a degree.
- At least 3 years of senior financial management experience, with preference given to those having worked in an NGO setting.
- Proven financial analysis and forecasting ability.
- Experience managing a large annual budget
- Demonstrable experience in training and leading a team.
- Experience in managing multiple projects.
- Proven experience in donor reporting.
- Excellent proficiency in Microsoft Office and large datasets
- Should have skills in using accounting software packages
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Special conditions

AET's commitment to Safeguarding

AET is committed to the safeguarding and protection of the communities we serve, our partners, our volunteers, and our staff.

As part of this commitment to safeguarding, all offers of employment will be subject to satisfactory references and appropriate background checks. Street Child also participates in the **Inter-Agency Misconduct Disclosure Scheme**. In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment.

How to apply

Interested candidates to send curriculum vitae (including comprehensive details of key achievements and responsibilities, and a list of references) along with a covering letter to: hr@africaeducationaltrust.org latest by 28 Feb 2022.



Africa Educational Trust is an equal opportunity employer and does not discriminate on any basis. We embrace diversity including culture and religion. Candidates from all backgrounds are welcome to apply. Candidates must have the right to work in South Sudan. This requirement will apply to all applicants irrespective of their nationality. Only shortlisted candidates will be contacted.

