

JOB DESCRIPTION

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| Job Title: | Finance Officer |
| Location: | Juba – South Sudan |
| Reporting to: | Finance Coordinator |
| Management responsibility (if applicable) | N/A |
| Key Relationships: | Finance Manager, South Sudan Programme, HR and Ops Staff, Partners' Finance Staff |
| Type of position: | National position, Grade D |
| Grade and Salary: | Competitive NGO Salary |
| Contract terms and hours: | <ul style="list-style-type: none"> • Term of contract: Fixed-term, 12 months, renewable subject to funding and satisfactory performance • Probation: 3 months • Annual Leave: 28 days per calendar year (January-December) in addition to agreed South Sudan public holidays. • Hours: Standard working week is 37.5 hours a week • Medical insurance: As per Saferworld South Sudan's medical insurance • South Sudan Social Insurance: 17% contribution from Saferworld • Taxes: Saferworld deducts and remits South Sudan income tax for all its employees, regardless of nationality. • Work eligibility: Must have the right to live and work in South Sudan |



Background:

Saferworld is an independent international organisation working to prevent violent conflict and build safer lives. We work with people affected by conflict to improve their safety and sense of security, and conduct wider research and analysis. We use this evidence and learning to improve local, national, regional and international policies and practices that can help build lasting peace. Our priority is people – we believe in a world where everyone can lead peaceful, fulfilling lives, free from fear and insecurity. We are a not-for-profit organisation operational in conflict-affected countries across Africa, Asia and the Middle East. Saferworld is committed to providing a safe and trusted environment that safeguards our staff, partners and communities.

Our organisational integrity is derived from the values and principles that underpin and guide our work. This includes Saferworld's South Sudan country programme where we have been working for over 10 years to support community-based solutions to insecurity and conflict, including the economic, political and social empowerment of women. Through this work, we seek to challenge harmful gender norms that fuel conflict and violence, including gender-based violence, and aim to promote gender equality and inclusion using a community-based peacebuilding lens. Through our Conflict Sensitivity Resource Facility (CSRF), we also support the integration of conflict and gender sensitivity into aid partners' strategies, policies, programmes and practices.

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Job purpose:

The Finance Officer will be responsible for contributing towards ensuring smooth and efficient management of the financial systems of Saferworld's fast-growing programme in South Sudan in line with recognised accounting/auditing standards and Saferworld policies and procedures. The individual will be primarily responsible for providing training, support and oversight to field staff and partner finance staff responsible for financial procedures, ensuring that financial reporting is accurate and timely. The Finance Officer will also support the Finance Coordinator and Finance Manager in other duties as directed, including standing in for the Finance Coordinator in their absence as required.

Roles and Responsibilities:

Under the direct supervision of the Finance Coordinator and as a member of the Global and South Sudan Finance teams, the Finance Officer shall provide finance and administrative support to the South Sudan programme as follows:

Financial management:

1. Act as point of contact for financial queries on fund transfer, requests and deliverables from partner organisations.
2. Receive and review cash requests from staff and partner organisations and arrange fund transfers field offices and partners' bank accounts as per their budget forecast.
3. Monitor and reconcile travel advances, project expenses and suppliers' bills on a regular basis and ensure all unspent advances are properly recorded as an income into Imprest account or deposited into the bank account if a large amount.
4. Examine financial documents, such as invoices, quotations, advance expense reports, purchase requisitions, in order to ensure the accuracy, completeness, honesty and validity as per the guidelines and standard procedures of the Saferworld financial and procurement manual.
5. Manage Imprest /petty cash

Financial reports and budgets:

1. Assist in developing project budgets for proposals and the country annual budget and make appropriate revisions as per instructions from the Finance Coordinator.
2. Enter expenses into the Sun System and reconcile with bank statements on a monthly basis.
3. Assist in the process of preparing monthly financial reports for submission to HQ.
4. Assist in the preparation of monthly management accounts, including actual costs, budget forecasts and cost recovery for staff and overhead costs.
5. Assist in the preparation of quarterly and annual donor finance reports for both the country programme and CSRF.

Financial support to Saferworld South Sudan teams and partners:

1. Give adequate support and orientation training to all staff, local and international, on internal control systems in place to mitigate current and potential risks on financial and compliance related issues.
2. Support all Partners with their financial management and build their financial capacity in budgeting, accounting and internal controls by conducting partners' capacity and Finance due diligence assessments and financial management training.
3. Assist in compiling budget forecasts from the country programme, CSRF, and HR & Ops teams, for submission to HQ London office for fund requests for Saferworld South Sudan.
4. Visit field offices and partner organisations for the purposes of procedural oversight, training and general support to field staff and partner organisations.

Financial systems, policies and procedures:

1. Ensure compliance with organisational policies, procedures and internal controls and ensure due diligence that funds are not being diverted from the budget forecast and approved programme work plans.
2. Support in preparation of payroll, salary transfers and remittance of monthly or annual statutory deductions and returns to the relevant national and state level authorities on timely bases.



3. Prepare fund requests and expenditure reports.
4. Support in preparation of books of accounts, annual budget, financial reports in line with donor and in-country compliance

Other roles and responsibilities:

1. Provide assistance during project and institutional audits, such as maintaining and organising all auditable financial documents, including receipts and payment vouchers.
2. Receive and review financial reports from partner organisations and ensure that cash disbursements are adequately reconciled prior to making further payments.
3. Conduct cash count with Finance Manager, Finance Coordinator, Admin and HR Coordinator or Country Director or Officer in Charge (OIC) and ensure field offices and partners undertake cash counts on a monthly basis.
4. Review invoices from Suppliers and ensure timely payment of their bills as necessary upon authorisation by Budget Holders and approval by Country Director.

Administration:

1. Provide administrative support to members of staff as required.
2. Maintain current knowledge of South Sudan government requirements related to financial matters and ensure compliance with tax regulations, National Insurance and other legal requirements.
3. Perform any other necessary financial or administrative-related duties requested or directed by the Finance Coordinator.

Key working relationships

- **Colleagues in the South Sudan country programme** and CSRF– providing financial management support to the teams
- **Finance colleagues in other regional programmes** – sharing experiences, best practices and lessons learned to contribute to a healthy finance system; providing support, as required
- **Colleagues in the London-based Finance Department** – working collaboratively on budgeting, compliance and financial reporting; providing and receiving specific support, as required
- **Colleagues in the funding team** – working collaboratively on project proposals, programme development, donor reporting
- **Partners and other external stakeholders, including donors** – networking, sharing information, collaborative working as appropriate, consultation, capacity-strengthening, timely finance reporting



Scope and accountability

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| Decision-making and limits of authority | <ul style="list-style-type: none"> • None |
| Financial resources | <ul style="list-style-type: none"> • None |
| Other resources | <ul style="list-style-type: none"> • Hard disk for QuickBooks backup and other financial data. • Laptop and other assigned Saferworld equipment |
| People management | <ul style="list-style-type: none"> • Working with partners |
| Legal, regulatory and compliance responsibility | <ul style="list-style-type: none"> • Ensure compliance with Saferworld policies and procedures (Global and South Sudan). • Ensure compliance with national legislation and donor requirements. • Ensure all accounts are completed and recorded in line with country financial regulations. |

Person specification

Knowledge, qualifications and experience

- University degree in Finance, Accounting or a similar discipline, or equivalent experience.
- Minimum two years' work experience in finance with an International NGO or similar settings.
- Computer literate in the use of Microsoft Word, Excel, Outlook.



- Experience of accounting software (e.g., SUN System)
- Trustworthy with excellent attention to detail.
- Proven track record of working effectively as part of a team.
- A commitment to working in a non-partisan manner.
- Experience of working with partner organisations and providing training to partner finance staff.
- Experience of managing staff.

Skills and abilities

- Fluency in English.
- A positive problem-solving attitude and approach.
- Excellent relationship-building and communication skills, including ability to provide advice, guidance and coaching.
- Willingness to promote the work of Saferworld and develop collaborative work with others.
- Demonstrated commitment to principles of transparency, accountability, and honesty.
- Ability to work on his/her own, but also with a proven track record of working effectively as part of a team.
- Enthusiasm to learn, apply, and share new knowledge and skills.
- Ability to analyse situations and data, identify trends and patterns and produce accurate reports.

Personal qualities

- A self-starter who is willing to take the initiative and drive things forward with minimal oversight, yet able to escalate important issues in a timely and productive manner.
- Personable and committed to working with others as a team – ability to take a cooperative and problem-solving approach.
- Ability to develop and maintain positive relationships with a wide range of stakeholders, including communities, government bodies and officials, civil society organisations, donors and other partners.
- Commitment to and compliance with Saferworld's safeguarding principles.
- Commitment to respect and value equality and diversity, and understanding of how this applies to own area of work.
- Commitment to own continuing personal and professional development.
- Commitment to the vision, mission and values of Saferworld.
- An inspirational change agent, mentor and coach.

Other requirements

- Ability and willingness to work in Juba, South Sudan, with occasional travel to remote parts of South Sudan.
- Potential travel regionally and internationally.

Application process

How to apply: Download and complete an application form at <http://www.saferworld.org.uk/jobs/jobs> and send to the People & Culture Team at jobs@saferworld.org.uk and use the subject heading Finance Officer or hand deliver to Saferworld office in Addis Ababa Road, Hai Cinema, opposite South Supreme HQ office behind South Sudan National Bureau of Standards.

Opening date: 30 September 2022

Deadline for applications: 20 October 2022

- Saferworld is an equal opportunities employer. Female candidates are strongly encouraged to apply.
- This vacancy is open to South Sudanese Nationals ONLY.
- Only short-listed candidates will be contacted.

