

Finance and Admin Manager

Job Code: FNCE60048

Job Family: Finance

Compensation Band: LL

Reports to: Regional Hub Finance Director

Location: Juba, South Sudan



About STRIDES:

The Strengthening Infectious Disease Detection Systems (STRIDES) activity is a critical addition to the United States Government's global health security response. The STRIDES multidisciplinary team of experts quickly mobilizes to help partner country governments halt outbreaks before they spread. STRIDES also strengthens disease surveillance, laboratory networks, and reporting systems so countries can effectively prevent, detect and respond to emerging infectious diseases with the potential for outbreak.

Job Summary:

The Finance and Admin Manager oversees the financial and administrative functions of the STRIDES South Sudan activity, a U.S. Department of State-funded global health security program. This is a locally hired position based in Juba, South Sudan. The Finance and Admin Manager is responsible for ensuring the financial integrity of the activity, managing day-to-day administration, and ensuring compliance with FHI 360 and U.S. Government (USG) rules and regulations. The role involves managing the full budgeting and forecasting cycle, overseeing financial reporting, and supporting the Project Director in the efficient management of project resources. In addition to financial oversight, the Finance and Admin Manager leads all administrative functions including procurement, office administration, and logistics. The position plays a key role in risk management, and the development of internal systems and procedures to support the activity's implementation. The Finance and Admin Manager reports to the Regional Hub Finance Director.

Accountabilities:

Financial Management

- Oversees data collection, ensures accuracy, and interprets complex analyses for decision making
- Reviews and approves the analysis of monthly financial reports regarding budgets to actual and forecast; presents findings and recommendations to leadership
- Finalizes financial reports and supporting documentation for funders as outlined in the funding agreement
- Oversees budgeting and forecasting process, ensures alignment with strategic goals.
- Monitors and approves all budgeted project expenditures in accordance with the workplan and what has been budgeted/forecasted; serves as one of the approvers for project expenditures.
- Approves and reviews financial models, provides strategic input
- Oversees variance analysis, ensures action on recommendations
- Ensures all financial records for the project are up to date by collaborating with project manager

- Collaborates with the project manager to determine the resources (time, money, equipment, etc.) required to complete the project.
- Collaborates with project manager on monitoring subcontract financials in accordance with workplan.
- Collaborates with project manager to ensure budgets are reflective of the activities in the project workplan and reforecast as changes are made within the workplan
- Communicates financial insights and compliance, provides recommendations, and consults with senior management and stakeholders on project financials.
- Participates and provides financial reporting for project annual workplan and budget planning, audit reviews and assessments.
- Coaches, mentors, and manages financial analyst and country finance staff to ensure quality, efficiency, and compliance with project and company
- Oversees and ensures the financial integrity of subcontractors; addresses issues and ensures compliance with donor and organizational requirements.
- Ensures compliance with South Sudanese financial regulations, tax obligations, social security contributions, and income tax filings in accordance with South Sudanese law.
- Assists with development and management of internal financial audits; develops formal reporting systems and processes to communicate results to management.

Administration Management

- Oversees day-to-day office administration, including procurement, logistics, facility management, and administrative functions.
- Develops and maintains administrative systems, standard operating procedures, and internal controls to support efficient activity implementation.
- Oversees procurement processes in compliance with FHI 360 and USG procurement policies; ensures proper documentation and approvals.
- Manages relationships with vendors, service providers, and landlords; ensures value for money in all procurement activities.
- Oversees IT equipment procurement and asset management; maintains an accurate inventory of project assets.
- Supports HR functions including onboarding, contract management, benefits administration, and staff records in coordination with FHI 360 HQ.
- Ensures office setup, safety, and business continuity plans are in place and regularly updated.
- Coordinates with FHI 360's Home Office on banking, legal registration, and other administrative compliance requirements.
- Oversees resource allocation, ensuring resources align with the project workplan and strategic priorities.
- Manages financial and administrative systems and tools; ensures they are effective and meet project needs.

Applied Knowledge & Skills:

- Comprehensive knowledge of concepts, practices, and procedures with accounting, financial controls and financial information systems.
- Excellent oral and written communication skills.



- Excellent and demonstrated organizational and presentation skills.
- Excellent and demonstrated project management skills.
- Ability to influence, motivates, and negotiates and work will with others.
- Is well-versed in state and federal laws and regulations that have impact on financial analysis and management controls.
- Has familiarity with Sarbanes-Oxley (SOX) and experience with automated financial reporting, government accounting practices, Cost Accounting Standards (CAS), and Federal Acquisition Regulations (FAR) systems.
- Sound knowledge and past experience with Generally Accepted Accounting Principles (GAAP) practices and reporting guidelines.
- Must have excellent organizational, supervisory, leadership and managerial skills.
- Ability to provide strategic leadership and advice to team, exchange information and collaborate with colleagues and peers within and outside the organization.
- Possesses a full understanding of the organizational structure, policies and practices, and the impact on own area and the entire organization.
- Must have excellent communication, diplomatic and negotiation skills.
- Ability to multi-task and meet deadlines in a timely manner.

Problem Solving & Impact:

- Works on problems moderately complex scope that require in depth evaluation of data and various factors.
- Exercises judgment within broadly defined practices and policies in selecting methods, techniques, for obtaining results.
- Decisions made generally affect company operations and may jeopardize overall business activities.

Supervision Given/Received:

- Career level manager.
- Works under broad direction with considerable latitude for independent action.
- Ability to motivate, mentor, and manage individuals and groups from diverse backgrounds and expertise, resulting in high quality and timely work delivery.
- This position reports to the Regional Hub Finance Director

Education: **

- Bachelor's Degree or its International Equivalent in Finance, Accounting, Business Administration, or a related field.

Experience: **

- Minimum of 5–8 years of relevant work experience in finance and administration management, including at least 3 years in a management role.
- Experience working on complex awards and contracts and managing subcontracts preferred.
- Experience working with an international organization and with USG funding is required.



- Experience working in South Sudan, including familiarity with South Sudanese tax, labor, and regulatory requirements, is required.
- Prior work experience in a non-governmental organization (NGO) is required.
- Prior experience with U.S. government-funded programs is an advantage.
- Proficiency in English (written and spoken) is required.

Typical Physical Demands:

- Typical office environment.
- Ability to spend long hours looking at computer screen and doing repetitive work on a keyboard.
- Ability to sit and stand for extended periods of time.
- Ability to lift/move up to 5 lbs.

Technology to be Used:

- Personal Computer/Laptop, Microsoft applications (i.e., Office 365, SharePoint, Skype/Zoom/Teams), cell phone/mobile technology, and standard office equipment.

Travel Requirements:

- Less than 10%

How to Apply:

FHI 360 has a competitive compensation package. Interested candidates may apply by visiting www.fhi360.org/careers and uploading their Curriculum Vitae (CV)/Resume, Copies of Certificates and Names and Addresses of three (3) referees.

FHI 360 is an Equal Opportunity Employer. Closing Date: 15 September 2026. Only shortlisted candidates will be contacted.

