



VACANCY ANNOUNCEMENT- (External/Internal)

NO.JBA-SFO/2020/29/09-N

Job Title:	Senior Finance Officer -1 Post only
Location:	Juba South Sudan RI Head office
Duration:	6 Months with possible extension depending on availability of Funding
Reports to:	Finance Manager
Start Date:	1 st July 2020
Eligibility:	South Sudanese National only.

About RI: Relief International is a leading nonprofit organization working in 20 countries to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises and chronic poverty.

Relief International combines humanitarian and development approaches to provide immediate services while laying the groundwork for long-term impact. Our signature approach — which we call the RI Way—emphasizes local participation, an integration of services, strategic partnerships, and a focus on civic skills. In this way, we empower communities to find, design and implement the solutions that work best for them.

Job overview

The Senior Finance Officer will be responsible for supervising and assisting Juba Finance Officers/Assistant in ensuring all financial transactions for the Country Program are accounted for and documented accurately. He/she will assist Finance Manager in ensuring that RI accounting procedures are followed and budgets are adhered to as per the donor and GSO reporting requirements and deadlines are met, cash is controlled and accounted for in a timely manner and in accordance with RI donor and audit requirements.

The Senior Finance Officer is expected to support smooth project implementation while adhering to the protocols and operating procedures of the organization.

Position Responsibilities and Duties

- Works closely with the Finance Manager to implement, improve and maintain administrative and financial management policies, systems, structures and procedures;

- Oversees the Juba Finance department, providing leadership to the Finance Officers and Assistants.
- Monitor cash balances in the Juba offices to ensure adequate reserves at all times.
- Ensure that the advance policy is adhered to 5 working days upon return and submit to Finance Manager & HR for those outstanding for more than 30 days for advice.
- Responsibility for preparing monthly internal financial reports including review of bank reconciliation statements, review of all payable and receivable accounts, cash count, checking of coding and to make sure data entered into the system is correct;
- Review month field financial reports and share with Finance Manager the complied Field Reports by 2nd of every Month.
- Ensure the Financial Documents are received on time from the Field Offices, reviewed and share back any comments with the Lead of the Field Offices.
- Verify on correct coding based on the BVA ensuring that costs are charged to budget line with available funding.
- Ensuring that transactions booked in NetSuite as correct as per the coding and % in the approved PR and Payment Voucher.
- Verify correct coding of expenditure on all PR2 and Payment Request against PR1 and the BVA Balance.
- Ensure that all accruals for the Projects ending are submitted to Finance Manager for approval and are booked in NetSuite within the liquidation period of the Project.
- Assist Finance Manager in providing overall financial over-sight of the RI Juba Office including budget preparations, monitoring, ensuring compliance with donor requirements and donor reporting;
- Assists Finance Officers/Assistant and other Department in ensuring compliance with RI procurement and field accounting policies and procedures, compliance with donor agreement and audit requirements;
- Coordinate with internal and external auditors and makes sure that financial records and backup documentation are ready for internal and external audits;
- Periodic visit to Field Offices in South Sudan to Train, support, guidance the Finance Staff and to check documentation and ensure compliance with donor and RI regulations on need basis;
- Plans and supervises work of the Juba Finance Officers and Assistant including tracking and monitoring of project budgets and expenditures as per the monthly approved PRs.
- Works closely with the Finance Manager to monitor the project budgets.
- Support the Finance Manager in Budget Development & budget revision.
- Attend all Grant meetings including Kick Offs and Close Outs as required.
- Carries out regular and ad hoc checks in the Finance department to ensure compliance with donor and RI regulations and guarantee high standards at all times.
- Perform any other duties assigned by supervisor

Other

- Understand and adhere to Relief International established policies and procedures for administration, finance, procurement, data management and beneficiary data protection, child protection, Code of Conduct (including Sexual Exploitation and Abuse and Harassment) and security management;
- Be flexible and willing to support the team as is needed.

Note:

- The role of the Senior Finance Officer cannot be limited to the specific duties and tasks detailed herein. The success of the RI's humanitarian mission is the highest priority and all issues which arise must be addressed accordingly. Therefore, the midwife will be required to support in unforeseen issues and circumstances and remain flexible to perform other duties, as and when required by supervisor.

Qualification and Minimum Requirements:

This position demands a dynamic individual with a demonstrated ability to achieve results in a demanding and fast paced environment. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or competency required.

- Bachelor Degree in accounting/Finance or Business Administration.
- 3-4 years working experience in Accounting and Finance
- Previous experience working for an INGO or UN
- Excellent communication, writing and presentation skills;
- Good knowledge of South Sudan law (Taxation Act etc.)
- Excellent computer skills (Most relevant programs)

Desirable:

- Knowledge managing complicit
- Ability to work longer hours during emergency

General Condition:

- Applicant must not be person who has bad record or has been convicted of Sexual Exploitation and Abuse (PSEA), Sexual Harassment and Child abuse cases.

We would like to share Relief International's values with you:

We uphold the Humanitarian Principles: humanity, neutrality, impartiality, and operational independence. We affirmatively engage the most vulnerable communities. We value:

- Inclusiveness
- Transparency and Accountability
- Agility and Innovation
- Collaboration
- Sustainability

HOW TO APPLY:

Due to Covid 19, all applicants are advise to apply online only to the below email address;

recruitments@ri.org indicating the vacancy number **N0.JBA-SFO/2020/29/09-N**

as the subject of your application submission.

Note:

- 1) Hard copy applications submitted at the office gate will be disregarded.
- 2) Because these position is urgently needed to be fill, short listing shall be conducted before the deadline/as applications are being receive

Deadline: June 12th 2019 at 5 pm.

- Female are highly encourage to apply
- And only shortlisted applicants will be contacted