

Call for Applications YSAT/JB/CFA2022/001

Job Title: Finance & Admin Manager
Duty Station: Juba Office
Reports to: Executive Director
Position Open Date: 14th /Oct/2022
Closing Date: 2nd /Nov/2022
Expected Start Date: As Soon As Possible
Contract Duration: 3 Months (possible extension)



Youth Social Advocacy Team (YSAT-South Sudan) is a National Youth-led Humanitarian and Development Non-Governmental Organization that works with grassroots communities to address increasing violent conflicts, Food Security and Livelihood Needs and provide access to alternative learning opportunities for Communities affected by Crisis in South Sudan and Uganda. YSAT currently runs three programs in Uganda and South Sudan: Education in Emergencies, Food Security and Livelihoods, Peace Building

YSAT South Sudan with funding from Dan Church Aid (DCA) implements an Integrated Youth Empowerment and Peace Building Project of "Building Resilience and Social Cohesion through Youth Engagement in Entrepreneurship and Peacebuilding in Magwi County" and wishes to recruit a highly competent, proactive, and self-driven individual for the position of Project Officer – Magwi Field Office

The contract for this position is fixed term/definite contract with possibility of extension based on funding availability, project extension and satisfactory staff performance.

Purpose of the position:

Under direct supervision of Executive Director, the Finance and Admin Manager provides overall leadership oversight and management support on financial management, Administration, and grants management. S/he ensure accountability, coordination, and planning, budgeting process, providing accurate financial data, and developing financial strategy that best support program objectives. Responsible for overseeing finance staff capacity building, development and implementation of good internal control, compliance at all levels and utilization and safeguarding of assets according to YSAT. Responsible for budgeting and Donor grants management.

Roles and Responsibilities

Finance and Administration

- Provide strong and positive leadership to the finance department ensuring competent and motivated staff are hired and retained, providing efficient delivery of services
- Provide overall leadership in the administration function ensuring that the national/field. Office is effectively supported, and staff have a clean, secure and hospitable place of work
- Coordinate professional and personal development of finance staff through adequate orientation, on the job coaching, identification of learning, training needs and

opportunities (accounting, Grant management, risk management, leadership, and succession plan

- Provide cost analysis, promoting benchmarks and making recommendations for determining effective resource utilization at all levels
- Contribute to the development of appropriate policies and procedures for the procurement of good and services
- Coordinate the planning and budgeting process and provide technical support to ensure best practices and donor guidelines are met
- Support the development and management of systems, policies and procedures that provide appropriate levels of security and control of YSAT assets, resources, and operations
- Coordinate the submission of timely, accurate and complete relevant reporting to the partnership and to internal users
- Manage appropriate financial systems and controls and ensure they are in place to avoid significant finance audit risk ratings
- Support in development of logistics, procurement, fleet management, and security policies to guarantee seamless support in program implementation.
- Lead in development of HR policies that attract, retain, and compensate the necessary human capital assigned to drive YSAT
- Provide performance management responsibilities by supervising the finance Officers and Admin Officers



Budgeting and Budget Controls

- Develop, maintain, and update the Country office annual budget planning/forecast master budget and funding allocation schedule for management decision making
- Produce monthly financial performance analysis on the funding situation at a cost center and a function level with all the possible assumption and underlying facts
- Lead in the development and maintenance of financial model to track the budget, expenses, and variation for non-thematic and non-thematic cost
- Develop reports to respond to request for budgetary information and existing funding gaps/situations
- Conduct budget preparation and notification of proposal budgets and reviewing and advising on proposal cost recovery and justified to make sure the proposal budget is reasonable and realistic for the project needs and is compliance per internal and external rules and regulations
- Review the journal transaction and ensure the cost charges to these un-restricted funds in line with approved assignment
- Run monthly review for data quality and ensure all transactions are inline with YSAT cost classifications with particular focus on the non-thematic and cross non-thematic
- Implement and evaluate analytical models, system on areas of the master budgets and other critical financial management aspect
- Has in-depth technical and administrative knowledge to connect the financial and non-financial information to generate insights and recommendations for program effectiveness

Grants Management:

- Lead in Grants Management practices by updating all Partnership requirements
- Track grant processes and milestones for all awards through the grants cycle ensuring relevant information and documentation is documented to relevant staff in a timely manner, for tracking of project income from the relevant donors
- Facilitate project Inception workshop ensuring relevant staff and partners are aware of their programmatic, financial and compliance obligations/requirements
- Review current grant progress against original plans and log frames, identify areas of concern and ensure remedial actions are taken
- Lead tracking of donor financial disbursements against signed contracts and prepare request for financial disbursements from donors as contained in the project agreement
- Monitor any issues that may impede the implementation of the project workplan or cause deviations from the set award course by initiating revisions, and No-Cost extensions as necessary and follow through by signing the dissemination of the same
- Support best practices on grants closure procedures and monitor compliance to grant closure steps/milestones

Compliance Management

- Develop, design, maintain and inform internal procedures, systems, and tools to facilitate partner compliance with contractual obligations to donors
- Carryout internal financial reviews to ensure that donor guidelines are implemented and followed, including financial, procurement and administrative aspects
- Travel to the project sites/offices and carry out contract management training of staff through inception workshops, coaching and mentoring in setting up systems to monitor key accountabilities e.g. Co-financing, exchange rates, interest, and budget rates in line with contractual requirements
- Conduct Internal Organizational Capacity Assessments and plan capacity building sessions in conjunction with the field staff as approved by Executive Director/Board
- Conduct and document periodic implementation partners reviews
- Facilitate internal and external interpretation and operationalization of donor rules and regulations
- Collate, analyze and disseminate management information on performance of institutional donor contracts against defined risks and financial indicators to inform mitigation actions.
- Gather and disseminate knowledge to bridge any gap been requirements of institutional donors and systems helping to ensure quality accountability
- Establish and coordinate a compliance committee (HR, PLO, FM, PM, ED) of practice on institutional planning and contract management



Proposal Development and Donor engagement

- Draft budgets from Finance field teams in a timely manner for select donors as agreed with line Managers
- Collate and disseminate donor specific financial requirements and guidelines for tenders and proposal processes

- Serve as focal point for relaying information from field to YSAT Executive Director for approval and ensure instructions on programming changes from the donor are communicated to field Finance Officers
- Provide timely support in processing of emergency requests under project contingency funds and crisis modifiers by assessing competing emergency needs, prioritizing interventions for emergency folding and preparing requisite documentation in coordination with the Executive Director
- Provide inputs during development of consortia including drafting of pre-teaming agreements and donor-specific grants requirements

Staff capacity building structure

- Incorporate staff development strategies and performance management systems into team building process. Establish a result-based system and follow up
- Manage and mentor program staff in grant management processes
- Ensure staff understand and can perform their roles, have clear workplans, performance objectives are in place and their capacity is strengthened.



Reporting

- Prepare high quality financial progress report per donor requirements
- Provide high quality review and assembly of program support documentation including drafting editing and formatting financial reports from Finance officers to suit the donor standards
- Develop/adopt donor reporting timelines and required templates, always ensure its updated
- Consolidate monthly, quarterly biannually and Annual Financial Reports for YSAT and share with Management and Institutional Donors for their review. The reports should be crosschecked with programme staff to ensure they correlate
- Support donor field visits and financial voucher verifications of all projects at YSAT offices

Desired Qualifications/Skills/Experiences

- Bachelor's degree in accounting, Finance, Business Administration or related field
- Certified Public Accountant (CPA) Accreditation is a requirement for this position
- Minimum 2 Years max 5 years experience in financial management with NGO/NNGOs
- Solid knowledge of accounting principles, financial systems, budget/cash flows monitoring, and internal Accounting Controls.
- Experience in Resource Mobilization and Grants Management
- Good working knowledge of computerized Accounting Systems, preferably Quickbooks for YSAT
- Knowledge of government regulatory reporting requirements is a MUST

Other Desirable qualifications Needs

- Good written and verbal Communication skills
- Experience in quality proposal writing
- Excellent Financial Report writing skills



- Excellent interpersonal and organizational skills
- Knowledge of local dialect within the country and or the region will be an added advantage
- Ability to participate and engage with Financial Institutions (Banks, Forex).
- Prior experience in managing multiple grants simultaneously and effectively
- Knowledge in Computer Literacy is mandatory

Personal Competencies

- **Communication:** Ability to share relevant information, feedback on changing priorities and procedures, give constructive criticisms, speaks clearly, writes effectively to persuade any situation, listens to others with interest to help with ideas; and demonstrate an ability to build relationships within and outside the organization based on trust and professionalism.
- **Ability to Multi-task:** the ability to demonstrate interest in improving relevant skills, planning, and organizing, setting clear achievable goals with project priorities, handle multiple tasks and assignments; prioritizing more important tasks and maintain a good sight on others, timely reporting of any barrier to tasks completion Immediately
- **Teamwork:** works collaboratively with others, delegate tasks and responsibilities; actively make team decisions in the organization to achieve project tasks that contribute to organization's Vision, Mission, values and goals.



Work Relationship

Internal (within YSAT Office)	External (Outside Office)
<ul style="list-style-type: none"> • Project Team 	Organization Suppliers
<ul style="list-style-type: none"> • YSAT Office Team 	Our Partners
<ul style="list-style-type: none"> • Supervisors • YSAT Management 	Other stakeholders at National Level Private Sector (Banks)

APPLICATION PROCESS

Submit your soft copy application, an updated Curriculum Vitae/Resume and 2 referees with copies of your academic documents **ELECTRONICALLY** to the Human Resource Office here via: recruitment@youthsat.org copying youthsat2017@gmail.com

Hard copy applications and CVs/Resume can also be delivered to **YSAT Juba Office** in Tongpiny Near Turkish Embassy from **Monday -Thursday from 9AM -2PM**

Deadline for receiving applications Monday 24th Day of Oct 2022 at 4:00 PM CAT

YSAT is an equal opportunity Employer, guided by our Diversity Principle and Core Values, we don't discriminate on gender, ethnicity, religion, geographical background, or political affiliation. This position is open to both **South Sudanese** and Foreign Nationals and preferably those with experience working in South Sudan context.

Qualified female candidates are **STRONGLY** encouraged to apply. **High Priority!**

YSAT is committed to **Zero Tolerance** for **Fraud & Sexual Exploitation and Abuse (SEA)** while providing Humanitarian Response, No Applicant should be required to pay for



our services including application for job opportunity, please report any suspected misconduct to: complaintsfeedback@youthsat.org

Please note:

1. *only selected applicants will be contacted to take part in the next steps of the recruitment process. No confirmation of receipt of your application will be provided.*
2. ***Due to the urgency in filling the position, applications may be reviewed and processed before the deadline***
3. *Submitted copies of academic documents will **NOT** be returned to the applicant after review*

Humanitarian Services are Free!

