



**SMILE AGAIN AFRICA
DEVELOPMENT ORGANIZATION**



Smile Again Africa Development Organization (SAADO) is a national non-profit humanitarian and development organization dedicated to working with the youth and their communities to reach their full potential. Founded in 2011, SAADO works across all the states of South Sudan promoting social cohesion and empowering communities to tackle the causes of poverty and injustice. We provide humanitarian assistance to families affected by disaster & conflict while partnering with communities for long-term solutions to alleviate poverty. Motivated by the potential of the youth, we optimize their role to foster peaceful co-existence and economic empowerment in South Sudan.

SAADO is looking for some qualified persons to fill the position of;

Job Title: Senior Finance and Compliance Officer

Line Manager: Finance & Administration Manager

Location: Juba, South Sudan

Job Summary:

Will ensure satisfactory performance of the internal controls and systems of the organization, for them to facilitate the proper utilization, recording, and reporting of the organization's resources, and provide advice to the ED and the SAADO Board of Directors on the same

Key Responsibilities

The Senior Finance and Compliance Officer will conduct internal audits of SAADO Offices. He/she will help identify risks that affect the achievement of the organization's objectives; assess the adequacy of internal control systems to reduce identified risks; and recommend appropriate actions to reduce associated risks. H/she will ensure:

- The SAADO budgets are being properly utilized as per the donor's SAADO-allowed areas of expense
- The risk management processes defined by the SAADO policy and procedures are in place and operating as intended.
- The processes have been designed well enough to enable managers to manage the risks that they are responsible for in an effective way.
- SAADO Risk Profile is developed regularly, monitored, and updated.
- Interaction with the various governance groups occurs as needed and there is adequate management and team adherence.
- Risk risk-based annual Internal Audit work plan is prepared including tasks, assignments, and timelines for the completion of each task and main activities and reporting results of the audit
- Financial, managerial, and operating information is accurate reliable, and timely.
- Quality and continuous improvement recommendations are fostered in SAADO's financial and non-financial control processes and evaluation of the effectiveness of the existing policies and procedures

Plot No: 07, Block BX Jerusalem Apartments Behind Twin Towers
Hai Cinema.
Juba – South Sudan

Youth Against Poverty

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- Legislative or regulatory issues affecting SAADO are recognized and addressed appropriately.
- Employee's actions comply with policies, standards, procedures, and applicable laws and regulations
- Resources are acquired economically, used efficiently, deployed effectively, and adequately protected; in achieving SAADO plans and objectives in operations, programs, and program support (value for money audits)
- Processes and expenditures comply with the established laws and regulations (and other donor's regulations as may be applicable)
- Highlight areas of special attention and any risk that SAADO may face in existing circumstances and to avoid material external audit findings
- Carry out special audits and investigations as may be requested by the Management
- Follow up on the implementation of the external audit recommendations
- Ensure that the information and communication within SAADO generate adequate reports that facilitate running and controlling the work program and project activities

Expected Outcomes

- Accounting and internal control systems are constantly reviewed within the whole of the SAADO Head office and field offices.
- Appropriate accounting systems designed and recommendations for improvements provided regularly where necessary
- Tests and procedures designed that shall monitor the financial/accounting operations and recommend improvements thereto
- Financial and operating information regularly examined including review of means to identify, measure, classify, and report such information.
- The economy, efficiency, and effectiveness of operations constantly reviewed including non-financial controls of the organization
- Constant review of the compliance of SAADO finance and accounting procedures with the relevant laws, regulations, and other external requirements and with internal policies and directives and other requirements including appropriate authorization of transactions
- Special investigations undertaken into particular areas (e.g. suspected fraud or misuse of the organisation's resources)

Qualification

- Bachelor's degree in a business-related field. A Master's degree will be an added advantage.
- Professional certification – CPA/CA or ACCA, CFE, CIA, and/ or CISA;
- Minimum of 5 years experience with internal or external audit experience



Additional Skills & Competencies

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- Communication skills (written and spoken)
- Organisational and managerial skills
- ICT Specialty (email, spreadsheets, word, database, job-related software, etc)
- Good understanding of internal audit including international trends and best practices
- Excellent leadership, analytical and report-writing skills
- Working knowledge of USAID/UNHCR, EU, World Bank, and other donor compliance requirements will be an asset
- Team-work and participation
- Level of self-supervision and ability to take initiative
- degree of accuracy and attention to detail
- INGO experience and understanding of the humanitarian sector
- Commitment to and understanding of SAADO's vision, mission and values

HOW TO APPLY FOR THIS JOB:

Interested candidates should submit their applications to the SAADO Office Human Resources, Department, at Plot No: 7, Block BX Jerusalem Apartment Behind Twin Tower, Hai Cinema, Juba, South Sudan, or e-mail to yacanev@saado.org no later than August 14, 2024

Note, SAADO South Sudan, is an equal opportunity employer; it does not discriminate based on religion, race, or political affiliation



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