



EXTERNAL JOB VACANCY

Vacancy NO. **RFC-2024-07-273N**

Position: **Roving Finance Coordinator**

Report to: **Senior Finance Manager**

Location: Maban, South Sudan with travel to other RI offices in South Sudan

About RI

Established in 1990, Relief International (RI) is a leading global humanitarian, non-profit organization committed to transforming adversity into renewal for the world's most vulnerable populations. By partnering with communities on the front-lines, RI innovatively bridges the gap between immediate relief and long-term community development, providing them the tools and support they need to gain self-reliance.

Overall role of the position

The National Roving Finance Coordinator will be responsible for supervising and assisting Finance Officers/Assistant in ensuring all financial transactions for the Country Program are accounted for and documented accurately. He/she will assist Sr. 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 National Roving Finance Coordinator 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 Sr. Finance Manager and Area Coordinators to implement, improve and maintain administrative and financial management policies, systems, structures and procedures;

- Oversees the Field Finance department, providing leadership to the Finance Officers and Assistants.
- Monitor cash balances in the field 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;



- Working closely with Area Coordinators and Submit compiled field office cash forecast by 25th of every month.
- 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.
- 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 Field South Sudan Offices including budget preparations, monitoring, ensuring compliance with donor requirements and donor reporting;
- Assists Finance Officers/Assistant and Area Coordinators (non-IO areas) Areas 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 other Field Offices to Train, support, guidance the Finance Staff and to check documentation and ensure compliance with donor and RI regulations;
- Assist Area coordinators in preparing monthly cash requirement projections and prepare request for funds to ensure smooth flow and availability of cash at all locations;
- Plans and supervises work of the Field 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 and Area coordinators 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.

QUALIFICATIONS AND EXPERIENCE:



A Master's Degree in Finance or a related field.

Minimum of three (5) years of applicable technical and professional experience. An appropriate combination of education and work experience may fulfill these requirements. NGO experience will be preferable.

Demonstrated leadership and management ability and effectiveness in team-oriented work environments.

Ability to work independently, to be able to accept and discharge substantial responsibilities, to prioritize work assignments, to meet deadlines, and to exercise professional judgment.

Strong organizational and prioritization skills.

Must be fluent in English, and be able to write clearly and concisely in English.

Proficiency in computer skills, particularly with programs such as MS Word, Excel, PowerPoint, and Outlook.

Human Relation skills, including integrity and ability to work with minimum supervision and under pressure preferred.

Knowledge if accounting software NetSuite is required.

RI VALUES:

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



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:

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APPLICATION SUBMISSION CRITERIA

HOW TO APPLY: Aspiring potential interested applicants should submit motivational letter, CV and copies of academic documents in a sealed envelope clearly marked;

Roving Finance Coordinator or RFC-2024-07-273N, to Relief International office in Juba or by Email to; **recruitments@ri.org**

- Because this position is urgently needed to be fill, short listing shall be conducted before the deadline/as applications are being received.
- **Deadline: 14th August 2024-4:30 pm SSD local time**
- Only shortlisted applicants will be contacted

