



Catholic Diocese of Torit P. O. Box 11, Torit



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8/6
2022

Job Advert
Job Category – Senior Management

Date: 07/06/22

Introduction

The Catholic Diocese of Torit (CDoT) is seeking a suitable candidate to fill the position of Finance Manager. The position is based 85% in Torit and 15 % in the field. This is a senior management position. Only nationals of South Sudan can apply for this position.

Working closely with the Director of Programs and Projects (DoPP), the CDoT Finance Manager is responsible for all long-range financial matters and establishment of Diocesan-wide financial, accounting and administrative objectives, policies, procedures, and practices that ensure that the Diocese's financial structure continuously remains sound with minimum risk and maximum efficiency at all times. S/He shares responsibility for overall business performance and provides timely, accurate and reliable information for decision-making. In line with this responsibility the FM will liaise with the Diocesan Financial Administrator, supervise and be responsible for all back-office functions of the social services sector of the diocese such as Human Resources, Administration and Information Technology.

Key Duties

While the roles, duties, responsibilities of the position shall be reviewed and revised from time to time, they shall include and not be limited to the following: -

1. Leading the development and revisions of long-range (3-5 year) annual financial projections and budgeting process; In this regard, the FM is central in supporting the DoPP on financial strategy matters as well as contributing to budget policy formulation and review that precedes the financial projections.
2. Developing and managing systems of internal financial planning and controls through regular review and revision of policies, manuals and procedures;
3. Monitoring the performance of CDoT against operational and financial targets and milestones in monthly, quarterly bi-annually and annually reports and ensure timely notification of DoPP and the PSC on mitigation of any detrimental deviations.
4. Financial Statement review and reporting: ensures preparation of accurate and timely periodic statements, monthly reconciliation of balance sheet items, tax planning, general ledger management and maintenance of a proper payments system.
5. Financial accounting, policy development and compliance; assesses and implements improvements in the Diocese's accounting and management information system. Implements and ensures finance policies and procedures including the accounting and filing manuals are complied with. Prepares and files annual tax returns, ensuring compliance with payment, reporting and other tax requirements.
6. Liquidity Management; carries out short, medium- and long-term financial planning ensures good internal liquidity management and sufficient fund management and provides effective support to fundraising of operational and investment funds.





7. Management and Supervision of Back-office staff: in-charge of structuring and managing the performance of staff in the Finance, Administration. Human Resources and Information Technology sections: training, coaching, mentoring, and ensuring effective utilization of staff. Provides adequate support to the Human Resources and IT sections of CDoT social services sector
8. Administration: responsible for approving payments up to authorized limits, ensuring that expenditures are in line with budgets, examines the corporate expenditure structure and suggests areas where cost reduction can be made without affecting operations adversely. Ensures that the procurement process and committee is functioning as per the policy guidelines.
9. The FM undertakes full responsibility in the identification, selection, training and operationalization of a financial and management accounting software that is appropriate for the type of institution and operations that CDoT and its social services sector is involved in.
10. The FM carries a super user right on the Dioceses' social services integrated financial management and accounting system. S/He is responsible for full oversight on the design, management and reviews of the controls in data entry, processing, storage, access and retrieval of financial and accounting information.
11. From time to time and as practice warrants, the FM shall provide a heads-up to the DoPP when there is need to revise or change the financial management and accounting software of the Diocese or carry out upgrades, provide refresher training or bring new users on-board

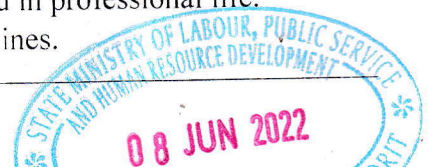
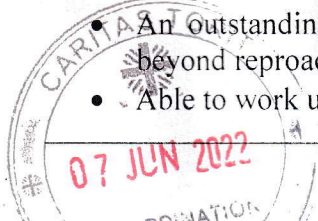
This list above is and cannot be exhaustive but indicative of the cardinal roles, duties and responsibilities. The list shall be revised from time to time to reflect current and evolving/anticipated realities of the CDoT and its social services desk.

Qualifications:

CDoT seeks for a person with outstanding honesty, conscientious and demonstrable integrity with an impeccable professional and moral profile aged above 35 holding a Masters or relevant Degree in accounting, business administration, commerce or an equivalent. A professional accounting or finance qualification like CPA, will provide a competitive edge but is not a necessity.

The candidate must have a minimum of 3-5 years of professional experience working in a similar position in an international or national multi-funded not-for-profit organisations with strong affiliation to the Catholic Church. In addition, the candidate must have the following attributes:

- Excellent financial accounting and management knowledge and skills. Thorough understanding of operational and financial risks of a Church founded and affiliated / managed social services institutions. Ability to handle internal and external customer complaints.
- A practical understanding of The Catholic Church's Social Doctrine
- An Outstanding and impeccable degree of integrity, honesty and trust. S/He must be beyond reproach and have a clean and untainted background in professional life.
- Able to work under tight schedules and meet multiple deadlines.





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- Ability to learn, a team player and exercise good judgments and decision-making capacity.
- Initiative, creativity and self-driven personality
- Is patient, can mentor, coach and accompany personnel under him towards excellence
- Ability to anticipate, detect and solve problems in a pre-emptive and proactive manner.
- Good conduct and positive attitude towards work, staff and human being regardless of sex, gender, creed, race and social standing.
- Good interpersonal and leadership skills.
- Proficient in MS Office suite, good understanding of IT issues and the role and possibilities of IT in financial management, familiarity with implementing and working with complex integrated management information and accounting systems (including database management).
- Must have the ability to live simply, adapt to and endure working in remote places of South Sudan that are hard to reach, often volatile and in very basic conditions of life.

The prospective candidate must be willing to be subjected to a background check prior to appointment

All interested South Sudanese nationals who qualify for this position should submit in their applications to the addresses below not later than 17/06/22

Attention

**The Director of Programs and Projects
Catholic Dioceses of Torit Offices
Katire Area, TORIT
Eastern Equatoria State,**

Or send email to doppedot21@gmail.com

Please note that all applicants who have not had any follow up response from the CDoT, by 25/06/22 should consider their application unsuccessful

