



Handwritten signature and date: 9-05-2023

VACANCY ANNOUNCEMENT

Title	Finance Accountant			
Number of positions	1			
Job locations	Juba, With more support to the field			
Reports to	Country Director			
Department	Operation			
Application starting date	From	9.5.2023	To	26.5.2023
Effective date	10 th June 2023			

ORGANIZATION:

Help a Child is an international Christian humanitarian organization founded in 1968 in the Netherlands. The organization provides a future for children in need, their family, and their entire community regardless of their social, political, religious, ethnic, or economic background. Help a Child has been operating in South Sudan for more than 10 years delivering vital humanitarian and child protection services to children and communities affected by conflicts and natural calamities. Help a Child implements through local and international partners but it also does direct implementation in some locations.

DUTIES AND RESPONSIBILITIES

Main features:

The Finance Accountant performs a key supporting role in our organization. S/he is responsible for managing all financial records and providing daily administration and financial support to the Admin/Finance Manager. The Finance Accountant will ensure the staff and implementing partner organizations adhere to the established processes for making expenses in accordance with the approved budgets. The Finance Accountant will code financial bookings and ensure they are registered on the right accounts so that regular and accurate reports can be produced which track expenditures against the budget. Next to these responsibilities, the Finance Accountant will be the key person to support the national and international team in all sorts of office management and administrative tasks such as arranging travel logistics, organizing files, maintaining files, preparing for meetings and trainings, etc. He/she will pay regular field visits to different field locations to provide needed technical support.

Objective of the function:

The Finance Accountant is responsible for managing the organization funds, assets and ensure proper utilization, accountability and reporting.

Place in the organization:

The Finance Accountant reports to the Country Director. He/she is a member of country management team (CMT).



Result areas:

1. Play a key role in projects'/country office budget development and management

- Providing support in new projects' budget development
- Training staff on how to conduct budgeting planning and management
- Provide a quick project-specific budget analysis and expenditure overview to project teams and management
- Provide timely support in high-level reporting and control
- Help the management in understanding and in conducting budget management, control and supervision



Results: Budget are developed according to donor guideline and standard and staffs are trained on how to prepare budget and manage it as per donor requirement

2. Develop and ensure implementation of finance guidelines

- Ensure that employees adhere to the established processes for submitting expenses and that they are coded correctly in accordance with the budget
- Promptly follow up on accounts payable to receive invoices and make payments to suppliers
- Prepare payroll and tax payments in the right time
- Enter bookings in the financial system every week
- Perform bank reconciliations for all bank accounts and monitor bank balances
- Manage petty cash and follow procedures for cash handling, include producing monthly financial reports
- Assist the Admin/Finance Manager in creating and updating financial forms and procedures to ensure the office adheres to Head Office and general standards for financial accountability
- Perform spot checks of partners' financial systems at field offices and give guidance on how they can improve
- Perform ad hoc analyses as requested by the Admin/Finance Manager (AFM)

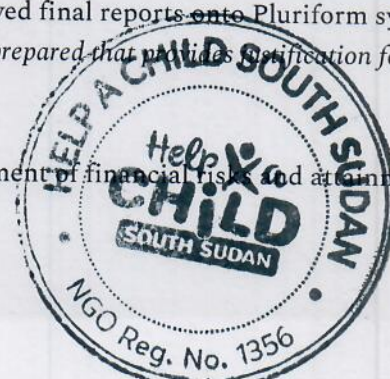
Result: Organizational finance management guidelines are followed; effective and efficient accountability is enhanced.

3. Develop strategic financial plans and reports

- Develop and formulate strategic financial plans outlining projected revenue sources and expenditures as well as the key activities to be undertaken to achieve desired financial targets
- Support development and revisions of HaC country annual plans and partners budgets and upload all approved budgets onto Odo
- Monitor implementation of approved budgets and provide timely advise when red flags are noticed (ineligible costs, under spending or over spending)
- Develop a checklist for reviewing financial reports, prepare HaC Country and Projects financial reports and conduct desk reviews of partners reports (Monthly, Quarterly, Bi-Annual or Annual) and prepare Budget Variance Analysis (BVA) reports in accordance to agreed formarts and timelines and upload all approved final reports onto Pluriform system

Result: Accurate, Quality, and timely financial budgets and reports prepared that provides justification for financial resources allocated to accomplish strategic objectives

4. Implements initiatives to monitor compliance, management of financial risks and attainment of financial results



- Develop, implement and monitor Minimum Quality Assurance standards for all HaC and partners financial and procurement procedures
- Make prompt recommendations whenever financial and procurement misconduct is noted within HaC or at partners level
- Develop and regularly update HaC & Partners specific Risk Management Plans; monitor the detection and mitigation of financial and procurement risks and make prompt recommendations whenever financial and procurement risks are identified
- Conduct regular field monitoring visits to monitor financial results as well as compliance to finance and procurement conditions and make prompt recommendations based on monitoring visit findings
- Ensure timely closure of financial books, prepare finance documents for annual external audit, submit final audited report to the board of management and ensure prompt filing of financial returns with the NGO board

Result: *Proactive finance risk-based management and quality assurance systems implemented to enhance transparency and accountability for financial resources.*

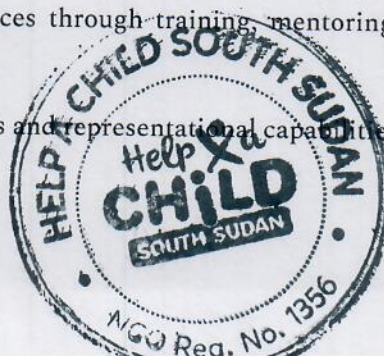
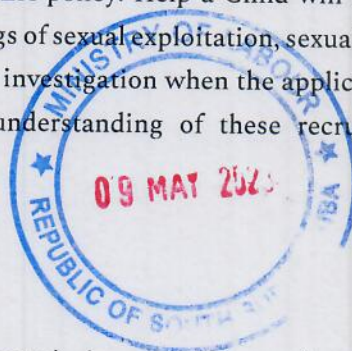
PREVENTION OF SEXUAL EXPLOITATION, ABUSE, AND HARASSMENT

Help a Child is committed to ensuring that those who benefit from our work- including our beneficiaries, families, and community members, as well as our staff, are treated with dignity and respect and Protected from Sexual Exploitation, Abuse, and Sexual Harassment. A range of pre-employment checks will be undertaken in conformity with Help a Child's PSEA policy. Help a Child will request information from applicants' previous employers about any findings of sexual exploitation, sexual abuse, and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By applying, the job applicant confirms their understanding of these recruitment procedures.

Qualification and personal specifications:

Knowledge/Essentials

- University degree in accounting or other related fields, master's degree will be an advantage.
- Minimum of 5 years of relevant working experience in finance, budget development, management, and reporting. A very good experience in using modern accounting systems is highly required.
- Ability and willingness to make frequent field visits to project sites and work in hardship environment.
- High level of computer literacy (MS Word, Excel, Access, Odoo system and Power Point) and data management,
- Commitment to Help a Child aims, values and policies, including Integrity, child safeguarding, PSEA and data protection.
- Ability to transfer knowledge to diverse audiences through training, mentoring, and other formal and non-formal methods.
- Excellent verbal and written communication skills and representational capabilities; fluency in written and spoken English essential.



- Problem solving skills.
- Good team player
- Good negotiating, facilitating and influencing skills.
- Ability to deliver to tight deadlines.

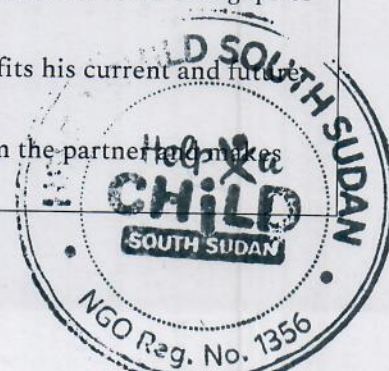


Behaviors

- Receptive and accommodating
- Calm and patient
- Regular and punctual at work, meetings and other official appointments
- Respectful and honest
- Devoted and committed to work.
- Organized, methodical and meticulous.

COMPETENCIES

<p>Integrity</p> <p><i>Maintain generally accepted and social ethical standards in activities that have to do with the position</i></p>	<ul style="list-style-type: none"> • Takes responsibility for own actions. • Indicates things that are expected of him/her are not per his or her personal standards or organizational standards. • Sticking to standards and values, even when this could lead to disadvantage, tension, or conflicts. • Does what he/she says, keeps promises and appointments. • Respect and protects confidential information entrusted to him/her. • Informs customers, employees, or the public about the extent to which one may expect problems or setbacks. • Does not abuse power or prior knowledge. • Provides information on his / her opinion on business ethics, safety and the environment.
<p>Cooperation</p> <p><i>Actively contributing to joint results, even when the subject involved is not of immediate personal interest. Sharing information and knowledge with others.</i></p>	<ul style="list-style-type: none"> • Ready to collaborate with other disciplines or organizational units. • Appreciate information and knowledge sharing. • Encourages teamwork and enhancement of working relationships. • Is willing to make concessions to get a step ahead as a group. • Initiates collaboration between different groups to achieve a joint result.
<p>Customer orientation</p> <p><i>Investigating the wishes and interests of (internal customers and reacting accordingly. Anticipating the interests of customers. Giving high priority to</i></p>	<ul style="list-style-type: none"> • Analyzes short and long-term financial needs and gaps of the partners. • Proposes the partner that best fits his current and future needs. • Discusses (unwise) choices from the partner and makes improvements.



<i>service preparedness and client satisfaction.</i>	<ul style="list-style-type: none"> • Investigates the satisfaction and further needs of the partners after delivery of the services community
<p>Networking <i>Building relationships and networks that prove to be useful in achieving goals. Making effective use of informal networks to get things done.</i></p>	<ul style="list-style-type: none"> • Encourages colleagues and partners to maintain and expand their internal and external contacts and makes suggestions. • Brings internal relationships/networks into contact with external relationships/networks. • Asks friends to collaborate in making contacts with potential relationships and/or networks. • Uses own network to achieve goals of others. • Uses the relationships from the own network to realize the goals of the own organizational unit.

OUR CORE VALUES

We support children and families in need because we follow Jesus Christ, who showed us God’s love for mankind. The Bible teaches us to pass on God’s love, to be merciful, to bring justice, to reconcile, and to be good stewards. These Christian principles inspire us to give our best in all circumstances. Our corporate values are:

We value every child

We believe that every child is a unique gift from God, made in His image. We include all children, no matter their background, religion, or abilities.

We believe in the strength of the people we help

We encourage children, youth and adults to identify and use their God-given abilities. We empower community structures and strengthen local resources.

We are faithful

We are trustworthy and accountable to the ones we support and the ones supporting us. We use our resources wisely, effectively, and efficiently.

We embrace partnership

We work together in relationships with mutual trust and respect. We are loyal and honest and expect the same from our partners.

We learn and adjust

We are eager to learn and open-minded. We appreciate feedback and we learn from our mistakes.

Value Proposition

Help a Child offers the opportunity to become part of an ambitious, child-centered, and Christian international NGO with a dedicated team of professionals motivated to maximize impact. Help a Child offers a fair pay and benefits package that is justifiable to our donors. Furthermore, you will be offered a fixed-term contract for six months. Depending on funding, your performance, and fit with the team, the contract may be extended.

