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Save the Children

Internal Job Advertisement

VA No. SCI-08-04-2021

Save the Children is an international non-governmental organization that works for a future of children, their families and communities realize social equity and dignity; have access to their basic physical, emotional and development needs.

SCI is seeking to recruit: -

Job Title: Budgeting and Reporting Coordinator

Location: Juba

Reports to: Finance Director

Contract Period: 1 year with possibility of Extension based on meeting Jobs Performance and the availability of Funds.

JOB PURPOSE:

The post holder will be responsible for budgeting and reporting activities throughout the life cycle of grants / projects. This includes providing business partnering services to the program implementation team and other key departments when:

- 1) Developing budget proposals
- 2) Producing and analyzing monthly financial reports
- 3) Completing award close out activities.

This is a business facing role which requires close interaction with and capacity building of budget holders both at Juba and field levels.

Adhoc project work with also form an element of the role. Such projects will involve accessing particular elements of financial management, recommending improvement plans and then capacity building the relevant stakeholders to ensure proposed processes are embedded.

SCOPE OF ROLE:

Reports to: Finance Director

Staff reporting to this post: None

Budget Responsibilities: Providing financial, technical expertise for ALL field offices with a portfolio of \$33-\$36M.

Role Dimensions: The Budgeting and Reporting Coordinator will be required to interact with numerous internal stakeholders at both RO, CO and FO level, including budget holders, finance, HR, proposal development unit, Senior Management Team (SMT).

KEY AREAS OF ACCOUNTABILITY:

- **Budgeting and Reporting Role:**
- Ensure accounting systems, policies, internal controls and procedures are established for the collection of accurate, complete and timely financial data. (E.g Budgets, forecasts, expenditures, payroll, commitments and delegation of authority)
- Provide necessary checks and balances to ensure money is spent effectively, efficiently and in line with donor requirement.
- Support proposal development team in providing quality budgeting information



- Ensure all the relevant stakeholders are involving in the budgeting process
- Keep track and monitor donor expenses to ensure that they are appropriately captured in the accounting system to their respective project codes and approved budgets.
- Prepare management financial reports (BVA) for budget holders/program managers to monitor budgets on a regular and timely basis
- Provide advice/training to budget holders on budget management and phasing
- Regularly provide financial information to program staffs in easy to understand format and work with them on how to share this information with communities and partners where necessary.
- Ensures that all costs/office expenditures are correctly charged under the respective donor budget lines
- Prepare adjustments journals and ensure they are posted in a timely manner.
- Ensure all donor requirements are complied with and other proposals and reports are submitted on time
- Advice on how best to utilize program funding portfolio with special focus on fixed costs.
- Prepare donor financial reports with due accuracy and ensure timely submission
- Build and maintain a relationship with local representatives of donor organizations and finance staff of a similar organization.
- Ensure all awards/grants are audited as per donor rules and regulations and assist throughout it process for smooth completion
- Support budget holders with identifying and posting cost reallocations.
- Ensure that grants that are coming to an end follow the required grant closeout process and financial risks are mitigated
- Provide value-added ad hoc financial analysis to budget holders to inform decision making
- Cost classification.

Master Budget and Forecasts:

- Produce high-quality master budget that provides financial data to the donor budget proposal process to ensure proposals are:
 - In a full cost, recovery and all existing funding gap are match-off.
 - Reflects the true costs of our business.
 - The correct unit costs are used for both staff and non-staff.
- Providing technical input to the field office master budget process. This is intending to facilitate proactive decision making concerning mitigating financial gaps. Identify funding sources and gaps, generate salary allocation sheet for the remainder of the year
- Working with the program implementation team to phase the field premises and support staff following the master budget.
- Liaise with HR to update the Staff listing with the pipeline recruitments and any redundant positions as per the approved structure
- Updating Non-Staff Funding Tracker Information and Costing with Admin/Field Manager to get the true cost of our business in each location.
- Liaise with PDQ/BDU to Provide Updated Funding/Pipeline Tracker with appropriate Likelihood %.

Scheme of Delegation:

- Ensure Scheme of delegation is updated with all the necessary changes and shared with all staff for implementation.

Capacity Building:

- Training Staff in the Country Office and the Field Offices on financial management matters and CAM
- Technical Support lead for CAM and ER in the Country Office including being part of ER and CAM Champions in the Country Office
- Agresso Training, lead Agresso training in the Field Office Finance Staff, ensuring the country have the right Capacity of Agresso users.



BEHAVIOURS (Values in Practice)

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- widely shares their personal vision for Save the Children, engages and motivates others
- future orientated, thinks strategically and on a global scale.

Collaboration:

- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- values diversity, sees it as a source of competitive strength
- approachable, good listener, easy to talk to.

Creativity:

- develops and encourages new and innovative solutions
- willing to take disciplined risks.

Integrity:

- Honest, encourages openness and transparency; demonstrates highest levels of integrity



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QUALIFICATIONS AND EXPERIENCE

- Degree in Finance and Accounting, Business Administration, or other relevant discipline
- Part or fully qualified chartered accountancy qualification (CIMA, ACA, ACCA, CPA) is preferable but not essential

EXPERIENCE AND SKILLS

Essential

- Experience in budgeting and reporting throughout the lifecycle of grants / awards
- Experience of coaching and capacity building of staffs
- Excellent inter-personal skills and able to communicate with diverse set of stakeholders
- Team player
- Strong analytical skills and ability articulate complex information in an easy to understand manner
- Advance Microsoft Excel and WORD; Intermediate Microsoft Power point
- Strong ability to prioritize, plan ahead and meet multiple deadlines each month
- Self-starter who is willing to go the extra mile to get the job done
- Solutions focused with ability to identify weaknesses and implement process improvements
- 4-6 years' experience working within a finance function. At least 2 years of budgeting and reporting experience



Desirable:

- 1-2 years within the NGO / charities sector
- Understanding of major donor compliance regulations (USAID, D fid, ECHO, OFTA, etc)
- Advance Microsoft Power point

Additional job responsibilities:

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

Health and Safety

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

Child Safeguarding and Code of Conduct:

The Budgeting and Reporting Coordinator will adhere to the Save the Children's Child Safeguarding Policy and Code of Conduct set out.

Save the Children's work is based on deeply held values and principles, it is essential that our commitment to children's rights and humanitarian principles is supported and demonstrated by all members of staff. Save the Children's Child Safeguarding Policy and Code of Conduct set out the standards which all staff members must adhere to:

FURTHER INFORMATION & HOW TO APPLY:

Interested candidates should submit applications containing updated CV, Motivation Letter, Reference contacts, and ONLY Copies of Nationality ID, Academic documents & relevant certificates to:



The SCI Juba HR Office. *The position must be clearly indicated in your subject-line or envelop.*

Deadline for receiving applications is 27th, April, 2021 by 5.00 PM or send via email at: jobs.southsudan@savethechildren.org or hand delivered to the SCI office located at Hai Malakal-Juba.

- This position is open to South Sudanese nationals only.
- Female Candidates are encouraged to apply!
- Only candidates who meet the selection criteria will be contacted.
- Screening of applications will be done on rolling basis.

