

Position type: Senior Finance officer

Number of Position: One

Duty Station: Maban

Contract type: Fixed term with possibility of extension depend on funding & performance

Report to : Team Leader

Employment start date: June 2021

Advert Closing deadline: 5th May 2021

JOB ROLE

Lead and manage the finance unit (including people planning, performance, well-being and development), ensure effective planning and quality implementation of the LWF Maban finance sector/department activities including daily monitoring of LWF Maban daily quality of finance work. Provide technical support, guidance and input to the LWF Maban team.

BACKGROUND:

The Lutheran World Federation/ World Service (LWF/WS), South Sudan Program strives to provide humanitarian assistance (emergency/relief, rehabilitation and development work) to vulnerable communities to enable them realize their basic human rights and needs in line with its vision and mission statements.

KEY RESPONSIBILITIES

Accounting / Finance

- Review Journals/cashbooks (Project Expense, General and Vendor Payment Journals) for completeness and accuracy before forwarded to Country Office (CO) for posting.
- Follow up committed costs in all projects in coordination with Procurement department.
- Monitor the liquidity levels of the Maban office and ensure that the cash requests are sent to Country Office on time as per the deadlines.
- Ensure weekly cash forecast is done for the LWF Maban office and monthly cash request is submitted to country office for the funds required to run the program activities.

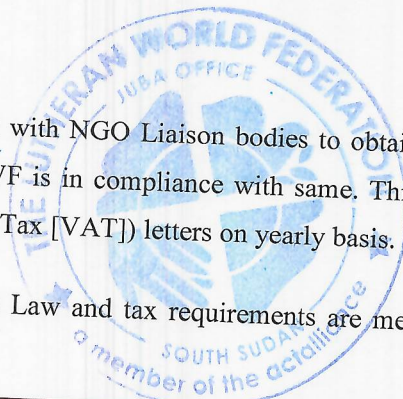
- Review monthly payrolls and update the resource scheduling for all staff in LWF Maban in liaison with HR.
- Review main accounts and follow up on all advance accounts to ensure timely settlement.
- Ensure monthly financial reporting is done for the LWF Maban office as per the policy ensuring signed Cashbook and cash counts are submitted country office Finance.
- Ensure all closing projects are reviewed and clean-up is done within the liquidation period before the final reports are prepared
- Ensure the supporting documents are scanned on monthly basis and forwarded to Country Deputy Finance Manager as per the provided deadlines.
- Review Area office payment documentation for accuracy and compliance with LWF/Donor guideline procedures and payment check list.
- Train finance and non-finance staff on LWF finance policies and donor requirements

Budgeting, budget control, planning and Reporting

- In coordination with the Team Leader, Develop Master budgets for LWF Maban office and ensure all data are accurate. Share the Master Budget with Finance Manager on a monthly basis as per the Finance Calendar
- Conduct Monthly Budget verses Actual reviews meeting & monitor actual spending and advice Team leader and Program team to avoid overspending and plan on under spending.
- Prepare donor budgets with support from Team Leader and Program Manager
- Support new proposal development with financial information for budgeting.
- Support the Country Finance Team in budget re-alignment

Local Tax management

- Coordinate Maban Finance, HR/Admin staff and/or with NGO Liaison bodies to obtain relevant local tax laws/requirements and ensure LWF is in compliance with same. This includes obtaining tax exemptions (i.e. Value Added Tax [VAT]) letters on yearly basis.
- Ensure all payments meet requirements of National Law and tax requirements are met accordingly



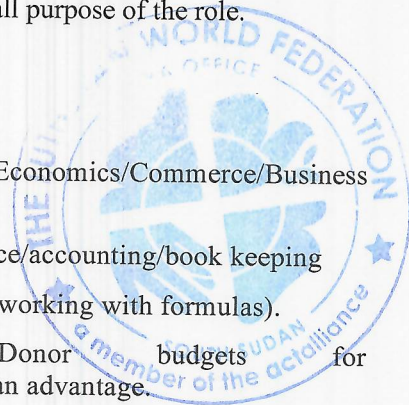
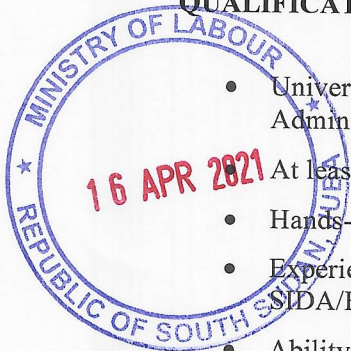
- Coordinate with HR department to ensure all taxes related to staff salaries are paid on timely manner to the relevant departments within your area of support. This included taxes for Expatriate salaries, where applicable.
- Support the Finance to coordinate with the Procurement and Logistics department to ensure the relevant taxes (if applicable) are indicated in all supplier documentation and paid to the relevant departments on timely manner.
- Keep Finance Manager, informed of the latest developments regarding the taxation rules in the area.

Others

- Minimize financial risks by ensuring that LWF financial policies and procedures as set in Operations Handbook and any other instructions are strictly adhered to through predefined effective internal control system.
- Review Maban office scanned documents before forwarding to Deputy Finance Manager.
- Conduct regular compliance checks on Maban office.
- Ensure the implementation of recommendations raised through internal & external audits, compliance audits etc.
- Be the focal person for donor verifications and audits to be conducted at Maban level
- Ensure proper filing system for financial documents
- Support the Country Finance Team in internal and external audit process.
- The responsibilities listed in the JD are not exhaustive and may be readjusted according to operational needs but will remain in line with the overall purpose of the role.

QUALIFICATION AND EXPERIENCE

- University degree in Finance/Accounting/Economics/Commerce/Business Administration or other relevant field
- At least three years of work experience in field of finance/accounting/book keeping
- Hands-on experience/skills in MS Excel (experience in working with formulas).
- Experience in preparation of Donor budgets for SIDA/BPRM/ECHO/UNHCR/UNICEF donors will be an advantage.
- Ability to prepare basic training to Finance/Program staff.



Application Process

- All applicants must send their application letter and updated CV and supporting documents to the Human Resource office in Juba Recruitment.southsudan@lutheranworld.org.
- Hand delivery is accepted. Applications by email should come with the subject **'Application for Senior Finance Officer – Maban'**. Emails or applications that don't have that in the subject box will not be considered. Due to the agency of the position LWF shall shortlist application on a rolling base before the closing date.

Child Safeguarding:

LWF is a child safe organization and is fully committed to promoting the realization of children's rights including the right to protection from violence and abuse. We therefore, have particular responsibilities to children we work and come into contact with to keep them safe from any harm or risk. In line with LWF policy, any appointment is contingent on thorough criminal record checks.

