



Vacancy Announcement

Hold the Child is a National Nongovernmental organization that works alongside vulnerable children in disaster affected and under developed communities. We are registered under the 2016 NGO Act. Our Mission is to strengthen the resilience and capacity of families and communities to meet their obligations to the child through community centered child survival and development initiatives.

Location: Juba
Job Title: Finance Manager
Positions: 1 (One)

50-H-3
Approved by Senior Inspector 1
MLO/RSSTJ
[Signature]
16/09/2022

JOB PURPOSE

The Finance Manager is expected provide technical inputs to the organization's internal control systems, working with the team to ensure compliance to accounting and national standards, timely documentation, progress tracking and financial reporting

KEY ROLES AND RESPONSIBILITIES

Result 1: Team Leadership (20%)

- 1.1. Promote organization mission and values at all level and adhere to the UN code of conducts; mindful of Hold the Child policies and standard operation procedures (SOPs).
- 1.2. Promote cooperation of Hold the Child with donor focal points, tax authorities, and other professional management institutions essential for its growth among professional circles
- 1.3. Adhere to Hold the Child's Code of Conduct, Safeguarding Policies (i.e. Child Safeguarding, PSEA), accountability to the affected population, other international conventions, and reporting mechanisms.
- 1.4. Provide day to day guidance to project administrative teams, initiate and manage continuous on-job improvement coaching
- 1.5. Contribute to the drawing of donor project budgets and work with budget holders to ensure effective operational sharing and contribute to the replication of good practices at all levels of program delivery

Result 2: Compliance to Contractual and National Standards (40%)

- 2.1. Ensure that national tax regulations and labour laws are strictly adhered to
- 2.2. Ensure audit recommendations are implemented and adopted within operating procedures in a timely manner and keeps track of all the key progresses
- 2.3. Ensure all contractual terms are followed in program delivery and documentation in reporting schedules
- 2.4. Ensure good use of dedicated project expense processing and reporting, HR and procurement, supplies and assets inventory tools



- 2.5. Performs internal reviews on control system to ensure that all resources (Cash, Assets, Supplies) of the organization are being used effectively (including vendor contract performance)
- 2.6. Liaise with donor agency finance focal persons to ensure consistence with the donor expectations and their respective audit requirements
- 2.7. Support audit preparation processes including donor funded projects as well as institutional scheduled audit processes

Result 3: Accounting and Financial Reporting (40%)

- 3.1. Oversee the computer application systems necessary to maintain proper records and to afford adequate accounting to meet donor requirements.
- 3.2. Generate management and donor project reports from the automated/computerised system
- 3.3. Ensure timely complete donor reports in designated formats and submission in a timely manner

QUALIFICATION AND EXPERIENCE

- Degree in Finance, Accounting, Business Administration
- Professional qualification in Accounting (CPA or ACCA)
- 5 or more years' experience in the NGO field is preferred
- Working knowledge of project budget cycle management is added advantage
- Ability to maintain accounting systems
- Ability to work under minimum supervision
- Effectiveness at team work and interpersonal relationships
- Demonstrative analytical skills
- Experiences working on children rights thematic areas is a distinct advantage

CONTACT

Candidates with required profiles and proven experiences, who meet these qualifications are invited to submit:

- a) A letter of motivation stating why he/she wishes to work with Hold the Child;
- b) A CV with 3 professional references and salary expectations

Email. info@holdthechild.ngo not later than **4th October 2022**

Please note that only shortlisted applicants will be contacted. Do not submit original documents

