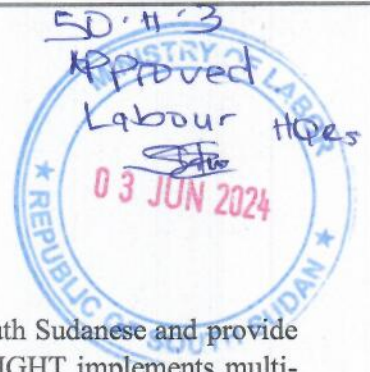




## VACANCY ANNOUNCEMENT



### COUNTRY PROGRAM OVERVIEW

The overall objective of ALIGHT South Sudan program is to inspire every South Sudanese and provide an enabling environment to unleash abundance! To achieve this objective, ALIGHT implements multi-sectoral programs that include Water and Sanitation, Nutrition, Livelihoods, Protection (GBV) Shelter and Camp Coordination and Camp Management (CCCM). ALIGHT aims to expand its outreach mechanisms and strengthen innovations to provide meaningful and impactful assistance to the affected persons. ALIGHT currently has program activities in Aweil West in Northern Bahr Gazal, Ulang, Nasir, Longechuk and Maiwut in Upper Nile , and Kajo-Keji and Morobo in Central Equatoria States.

### PRIMARY PURPOSE OF THE POSITION

The Finance compliance and Reporting Officer oversees Alight financial data, reporting directly to the Finance Manager, he/she reviews and evaluates quality and compliance issues/Concerns within Alight, ensure that the DOA and the segregation of duties and other policies are in place. He/ She ensures management and employees are in compliance with the donor rules and regulations, that Alight policies and procurement and procedure are being followed, and that behavior in the organization meets Alight standards of conduct. He/ She receives and directs compliance issues for investigation and resolution to the senior management.

Finance Compliance and reporting Officer acts and reports the compliance/ethics efforts of;

### Terms of reference

**Job Title: Finance Compliance & Reporting Officer**

**Duty station: Juba**

**Starting date: Pending on donor approval**

**Reporting to: Technical: Finance Manager**

**Administrative: Finance Manager**

### **Duties and Responsibilities**

- **Policies and procedures** Gather distributes and maintains policies and procedures of Alight and its related activities to prevent illegal, unethical, or improper conduct.
- Collaborate with other departments (program, operation & HR) to direct quality control and compliance issues to appropriate existing channels for the investigation and resolutions.
- With HR when needed support to support resolve difficult legal compliance issues.
- Responds to alleged violations of rules, regulations, policies, procedures and standard of conduct by evaluating or recommending the initiation of investigative

South Sudan Program, Plot 709 3K-South, Behind Phenicia Supermarket, Off Ministry Road, Kololo Juba

pg. 1





procedures to the senior management.

### Details activities, review, and approval process

- ✓ Read every active grant agreement and grant awarding letter to establish a compliance check list, the following minimum will be in the check list.
  - Start and end date of the grant.
  - The total budget amount, direct and indirect cost
  - Budget flexibility
  - Reporting deadline
  - Management of subgrantees
  - Management of expendable and non-expendable equipment
  - Management of unused items
  - Restricted goods and services
- ✓ Ensure Alight Procurement policies and procedures are followed (reviewing the PFRs, RFQ, Bid analysis, PO, Delivery notes/ GRN and invoices. This review will consist of;
  - The signatures of authentic and conform to the delegation of authority matrix.
  - Supporting documents are substantiate and genuine.
  - The accounts, grants and donor codes are correct and active.
  - **There's enough balance in the budget lines to cover the expenditure.**
- ✓ Manages day-to-day operation on reporting and compliance activities.
- ✓ **Ensure that each donor's report is submitted on time, and the report is dated and acknowledged by the donor and properly filled in the grant management file.**
- ✓ The monthly reconciliations of the accounts meet the Alight standard on both hard and soft copies and are uploaded in a timely manner.
- ✓ Exhibit the values of compassion, respect for people, team-spirit and non-violence, simplicity in work style and integrity in daily organizational activities.



### Donor and Management Reporting

- ✓ Prepare financial reports for various donors as per contractual obligations. Submit reports to the finance manager for review before submission to the donor.
- ✓ With support from the finance Manager ensure that the budget monitoring tools are updated monthly and reviewed to manage budgetary overspends or underspends.
- ✓ Facilitate any external or internal audits.
- ✓ Support build capacity of the field finance staff and ensure the field finance units are adequately supported.





- ✓ Carry out any other duties as delegated by the supervisor.

### EDUCATION, TECHNICAL SKILLS & KNOWLEDGED REQUIRED

- ✓ University degree in accounting or other finance field.
- ✓ AT LEAST 5 years hands on accounting experience
- ✓ Experience with financial report preparation.
- ✓ Experience working with different accounting software packages.
- ✓ Strong communication and interpersonal skills (oral and written).
- ✓ Able to work with minimal supervision
- ✓ Able to plan his/her work daily
- ✓ A team player
- ✓ Have good communication skills
- ✓ Should be flexible



### HOW TO APPLY

Qualified and interested candidates should submit their applications which include the cover letter, together with an updated CV with at least three professional referees addressed to ALIGHT South Sudan office located in Plot 709 3k-South, Behind Phenicia supermarket, off Ministries Road, Kololo Juba, South Sudan.

Applications can be submitted [recruitments@WEAREALIGHT.ORG](mailto:recruitments@WEAREALIGHT.ORG).

Please note that ALIGHT retains all applications, and the files will not be returned to the applicants at the end of the recruitment process. Due to the urgency of the position, applications will be reviewed on regular basis hence these positions may be filled before the expiry date of the advert. Only shortlisted candidates will be contacted for an interview.

The Deadline for receiving applications is June 24th at 4:30 pm local time.

***“Please note that ALIGHT believes strongly in the human dignity of our customers (beneficiaries) and any other individual human person. Therefore, ALIGHT strongly condemns and prohibits any behavior on the part of an ALIGHT employee, Board member, volunteer, consultant or which constitutes any form of sexual misconduct, including sexual harassment, sexual exploitation, and sexual violence towards any other staff member, client, patient, beneficiary (refugee and/or IDP), or other individual participating in an ALIGHT program or activity”***



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