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Approved by
Inspector

13/8/2021



JOB ADVERTISEMENT

DEPUTY FINANCE COORDINATOR

Duty station: JUBA

Number of positions: One (1)

Gross Salary: 1759 USD.

Date Issued: 13/08/2021

Category: National Staff Posting

I. Presentation of organisation:

SOLIDARITES INTERNATIONAL is an international humanitarian organization which provides aid and assistance to victims of war or natural disaster. For 40 years in actions Solidarites International have focussed on meeting three vital needs; water, food and shelter. Solidarites International has been present in South Sudan since October 2006 and the mission currently consists of both emergency and post emergency programs.

1. Objectives:

- The Deputy Finance Coordinator supports the Administrative Coordinator in processing accounting and financial transactions, as well as in all tasks and procedures associated with Human Resources.
- He is in charge to implement and to monitor in close collaboration with the Administrative Coordinator, administrative and Financial procedures on the different bases.
- The Deputy Finance Coordinator manages the administrative teams with the support and under the supervision of the Administrative Coordinator.
- He manages the cash processes (cash transfer, donor payment...) at the mission level under the supervision of the Administrative Coordinator.
- He/she takes on the functions of the Administrative Coordinator in case of absence.

2. Financial and budgetary management:

- Elaborate and import budget parameters in SAGA after validation of the Desk Financial Officer
- Check the monthly projects budget follow ups according to Solidarités format
- Prepare the monthly global budget follow up document
- Prepare the financial reporting requested by authorities (government, ministries...) to be validated by the Administrative Coordinator and/or the HoM before submission
- Supervise the monthly closing, review and integration of the accounting for his/her mission
- Supervise the Verification of the accounting files before they are sent to HQ
- Prepare for and support audits or possible inspections

3. Accounting management:

- Control of the enforcement of cash payments rules and of good registration of the transactions in Saga
- Send the monthly accountancy package to the Headquarter after validation with the Administrative coordinator and direct manage the monthly integration at Headquarter level with the Desk Financial Officer and his/her assistant
- Send all supporting documents linked to the accounting closure to the headquarter as requested by accounting manager and Desk Financial Officer
- Centralise the bases accountancy in Saga software



- Supervise the check of the bases accountancy (descriptions, accounting codes, financial lines, lettering, monthly exchange rate),
- Supervise the physical check of the invoices and cash inventories in each Balzac,
- Management of the mission bank Balzacs
- Send Saga after integration to the different bases
- Supervise the control of the vouchers and other back up documents to be sent to Headquarter on a 6 months basis
- Lead the semi-annual and annual accountancy closure with his administrative team and under the supervision of the Administrative coordinator and/or the Desk Financial officer (accrual expenses, balance of holidays, situation of the debts, assets purchases, donation in kind, etc)

4. Cash Management:

- Centralize the monthly cash forecast of each base and prepare the consolidate document under the supervision of the administrative coordinator
- Proceed and follow the cash transfer done from the Headquarter in Paris
- Manage the cash-flow at mission level and ensure that banks and cash boxes are well supplied for each base
- Monitor the security of funds and propose improvement of the internal cash transfer process at mission level to the Administrative Coordinator
- Follow the donor instalment at the field level (if any)

5. Administrative follow up

- Monitor the implementation of the administrative, financial and Human Resources rules and procedures,
- Monitor the respect of the administrative calendar by him and the administrative team.
- Follow up the lease agreement
- Ensure completion of paper and digital filing, as well as securing administrative documents on all bases
- Supervise the back up of all files at coordination level on a regular basis and ensure the filling of these documents

6. legal follow up

- Follow the evolution of the national laws and policies
- Prepare and control the tax payment (income taxes, VAT...)

7. Team management

- Supervision and training of the base administrators
- Do regular field visits on the different bases
- Supervision of all the admin staff at Coordination level
- Ensure minimum staffing levels for the administrative service during periods of absence (vacation, illness, etc.)

8. Reporting/Communication

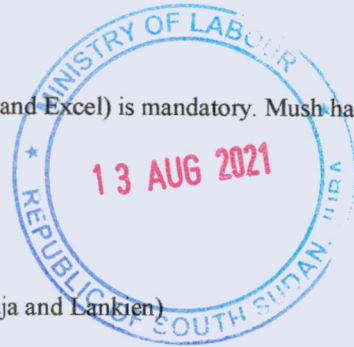
- Help the Administrative Coordinator with creating operations proposals and drawing up financial reports
- Establish and maintain relationships with the administrative authorities at the national level
- Maintain relationships with other NGO & INGO, authorities and other partners on request
- On request, participate in meetings (donor, authorities, NGO forum...) and workshops relating to his/her field of activity and write up minutes to the Administrative Coordinator

9. Preferred Skills:

- Degree in Financial management, Administration and accounting or any other related field
- At least 3 to 4 years' experience in Finance and Accounting management.
- Ability to organize theoretical and practical training sessions
- 2 to 3 years of experience in INGO accounting and financial management

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- Good level of English (both written and spoken)
- Good knowledge of SAGA Software will be an added advantage
- Computer skills and knowledge of Microsoft programs (especially Word and Excel) is mandatory. Must have high level of excel skill.
- Team work and team management
- Able to work under pressure, multi-tasking
- Diplomacy and problem-solving attitude
- Rigor and organisation
- Able to go to fields where SI is working whenever necessary (Abaroc, Raja and Lankien)



8. Line manager: **Admin Coordinator**

Contract: fixed-term contract of 3.5 months.

Working hours: From Monday to Friday 8:00-17:00. As an executive job, some flexibility can be expected from the employee.

Please submit your application (CV, cover letter, photocopies of diplomas, certificates of employment etc....) to **Solidarités International office** in Hai Cinema in Juba, Aburoc, Lankien and Raja.


You can as well send your application on the below email address;

Juba.adm.recruitment@solidarites-southsudan.org

Please note that Solidarités International keeps all applications. Files will not be returned to applicants at the end of the recruitment process.

Deadline for submitting applications is: 1/09/2021. Due to the Emergency nature of the position, applications will be checked on a rolling basis. Any application sent after this date will not be considered.

Women with the required qualifications are highly encouraged to Apply. Only qualified applicants will be contacted.

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