

# ROVING FINANCE OFFICER

## JOB DETAILS

DIVISION Business Support	TEAM:
LOCATION: Juba, South Sudan	CONTRACT TYPE: Fixed Term
GRADE: D	JOB FAMILY: Business Support
SALARY: Choose an item. As per Oxfam's salary scale	HOURS: 40 Hours per week
<p><b>TEAM PURPOSE:</b> To work with others to overcome poverty and suffering.</p> <p><b>JOB PURPOSE:</b> To ensure strong financial management, internal control, and compliance at Oxfam bases by providing timely and accurate financial support to rapid programme implementation The Roving Finance Officer will manage field level budgeting, cash management, payments, financial reporting, and ensuring adherence to Oxfam policies and donor requirements. The role will contribute to efficient, accountable, and compliant delivery of emergency response activities in Oxfam areas of operation. He/she will provide cover for fin</p>	
POST HOLDER REPORTS TO	Area Programme Manager ( <b>Matrix reporting To Roving Finance manager</b> )
JOBS REPORTING TO THIS POST	None
BUDGET RESPONSIBILITY	None
<ul style="list-style-type: none"> <li><b>KEY RESPONSABILITIES:</b></li> </ul> <p><b>Accounting management</b></p> <ul style="list-style-type: none"> <li>Manage and coordinate all cash transfers from the Financial Service Provider to the Field offices to ensure funds are available for programme activities.</li> <li>Review and process payments in line with Oxfam financial policies and procedures, ensuring they are properly approved, accurately recorded, and reported on time.</li> </ul> <p><b>Cash flow and Cash Management</b></p> <ul style="list-style-type: none"> <li>Ensure cash records are updated daily and all cash received are deposited promptly.</li> <li>Monitor and follow up on any discrepancies, coordinating with the Juba office to resolve issues in a timely manner.</li> <li>Advise thematic leads on cash requirements and prepare cash top-up requests for consolidation by Juba.</li> <li>Prepare accurate and timely bank and cash reconciliations for the office.</li> <li>Ensure all petty cash vouchers are properly approved, supported with relevant documentation, and securely filed in line with donor and statutory requirements.</li> </ul> <p><b>Management of Advances, Asset register, Floats and Loans</b></p> <ul style="list-style-type: none"> <li>Ensure all staff-related recoveries (e.g., advances, floats, loans, private flight cost) are properly tracked and recovered through approved payroll deductions or direct payments.</li> <li>Maintain and regularly update the Float register, ensuring it aligns with PeopleSoft records in the balance sheet, in compliance with Oxfam policies.</li> </ul>	

## Budget management

- Support the Finance Manager in reviewing programme budgets and forecasts to ensure accuracy and compliance with internal guidelines and donor requirements.
- Assist thematic leads in preparing project budgets that feed into overall programme budgets.
- Review proposal budgets to ensure they align with donor regulations, formats, and costing requirements.
- Ensure correct coding of expenditures and proper recharging of costs to other Oxfam offices where applicable.
- Prepare monthly invoices or recharges for private expenditures/shared costs (e.g, accommodation, office space and other agent costs) and ensure timely recovery in line with Oxfam recovery policy.

## Risk Management

- Serve as a final compliance check to minimize financial and fraud risks that may affect programme implementation.
- Ensure payments, coding, and accounting entries are processed accurately and in line with Oxfam Finance, HR, and Logistics policies and procedures.
- Promote strong internal controls and escalate any identified risks or irregularities in a timely manner.

## Reporting

- Prepare and upload monthly cashbooks and journal entries into Peoplesoft for review and Posting by the head of finance
- Ensure all field level expenses are accurately coded and captured in the cash book before month end closure.
- Support the month end close process by reconciling ledgers, reviewing outstanding balances, and resolving discrepancies in a timely manner

## PERSON SPECIFICATION

Most importantly, every individual at Oxfam GB needs to be able to:

- Live our values of **INCLUSION, ACCOUNTABILITY** and **EMPOWERMENT** (read more about these [here](#)).
- Ensure you commit to our **ORGANISATIONAL ATTRIBUTES** (including adhering to [the Code of Conduct](#)):

1. Be committed to our [feminist principles](#), and to applying them in your day-to-day behaviour and your work. Be ready to keep learning, with accountability to those who experience oppression as a result of their identities, such as their gender, race/ethnicity, disability, class, or LGBTQIA identity."

2. Be committed to undertaking Oxfam's safeguarding training and adhering to relevant policies, to ensure all people who come into Oxfam are as safe as possible.

Experience, Knowledge & Competencies

- University degree with a specialization in Finance or Accounting.
- Accountancy professional qualification {ACCA or CPA}
- Ability to plan with good organizational skills, including prioritization and ability to work under pressure.
- Team-working skills.
- Good computer skills: Excel, Word, the purchasing system and Helios system
- Good reporting and communication skills

### Knowledge

- Knowledge of multiple donor funding regulations.
- Good knowledge of financial systems. (PeopleSoft, Sun EPRS,)
- Good written and spoken English

### Experience

- Minimum 3 years proven relevant and progressive work experience preferably with INGO.
- Excellent analytical skills particularly from the point of view of cost-effective financial management.
- Multi-tasking and higher efficiency, Attention to details.
- Proven experience of management of suppliers / contracts and financial systems.
- Initiative and ability to follow up on issues.
- Flexibility under pressure and in response to changing needs

**Safer recruitment:** All offers of employment are subject to satisfactory references and appropriate screening checks (which can include counterterrorism, safeguarding and criminal records checks). You can find out what [this means here](#).

**DBS CHECK REQUIRED** Choose an item.

**FOR HR USE ONLY**

Graded and reviewed by: Mohamed Osmane

Job Title: Roving Supply and Logistics Manager

Date: 2<sup>nd</sup> January 2025