

15 February 2023



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Approved by
Inspector PRSR
MOL
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Save the Children

Job Advertisement

Save the Children is an international non-governmental organization that works for a future of children, their families and communities realize social equity and dignity; have access to their basic physical, emotional and development needs.

SCI is seeking to recruit: -

Job Title: Finance Manager – Financial Accounting, controls and Compliance

Location: Juba

Reports to: Finance Director

Contract Period: 2 Year with possibility of extension

ROLE PURPOSE:

The jobholder has overall responsibility of the Financial Accounting function. They will also be responsible for ensuring best in class financial controls, compliance and management at field office level – including capacity building; implementing efficient & effective processes; improving and ensuring compliance with internal control systems.

KEY AREAS OF ACCOUNTABILITY:

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Financial systems and procedures

- Assist the Finance Director in ensuring smooth implementation and updating of robust and adequate financial systems and procedures in line with SCIs finance Policy and good accounting practices
- Develop and update the finance diary that covers all the required activities on a monthly basis and lead staff to ensure that the diary is strictly adhered to.
- Ensure that all financial transactions are fully supported and that they are all captured in AGRESSO on a daily basis; make sure that regular backups are taken and stored off site.
- Prepare monthly and quarterly financial diaries for both AGRESSO and sub-office finance systems and ensure its strict adherence to the HQ deadlines
- Maintain and ensure the integrity of the SCI' computerized accounting systems and liaising with Regional Finance Team for any required support



Financial records and transactions

- Carry out sensibility and control checking before and after posting sub-office transactions into AGRESSO. The post holder is expected of travelling to review financial records maintained in the field offices in compliance with managing member's policies and procedures
- Follow up HQ transactions from London and make sure that all are processed in the time and accurately.

Financial reports

- Responsible for timely, accurate and efficient financial reporting (both electronic and manual field returns) to head office
- Responsible for ensuring that reconciliation of balance sheet/control accounts are carried out on monthly basis and ensuring that year-end accounting procedure are met consistently and that any discrepancies are reported to the Finance Director.

Financial and system controls

- Ensure safe security of cash in the office and coordinate weekly and monthly cash counts, including spot counts
- Ensure that systems are put in place to assure document security for a complete audit trail from the AGRESSO records to supporting documentation and vice versa.
- Ensure the effective and efficient use of all Save the Children resources in order to keep costs low and ensure the security of staff.
- Ensure payroll is completed on time and accurately, with robust controls in place.
- Coordinate Solving of country programme System issues (Pro-Save and Accounts Payable) between Finance and Supply Chain teams
- Ensuring that all System Payments are cleared within the month
- Ensuring that online Scheme of Delegations is updated on Monthly basis and shared with all the stakeholders
- Overseeing and monitoring System (Pro-save) KPI targets and ensuring payment performance KPI targets are met.
- Ensure that all financial transactions are recorded in an accurate and consistent manner and in accordance with agreed timelines and ensure that the monthly financial work plan is adhered to.
- Monitor coding of expenditures and ensure timely adjustments when activation of new awards with relevant audit trail
- Check the correctness of payment vouchers and supporting documentation for all the area offices and/or local implementing partner, recommend the necessary improvements and follow up actions and ensure the supporting documents are fully compliance with SCI and donor requirements

Audit function

- Lead on annual statutory audits and the financial component of donor audits. Key focus on proactive financial controls, management and supporting documentation in order to ensure 0 disallowances.
- Work on the management responses on the audit reports.



Staff Leadership, Mentorship, and Development

- Ensure appropriate staffing and efficient & effective organisation design within the Financial Accounts Function.
- Ensure that all staff understand and are empowered to perform their role.
- Manage team; define expectations, provide leadership and technical support as needed, and evaluate direct reports regularly.
- Recruitment, training, and professional development of team as part of the wider staff development strategy.
- Performance Management :
 - Effective use of the *Performance Management System* including the establishment of clear, measurable objectives; ongoing feedback; periodic reviews; and fair and unbiased evaluations;
 - Coaching, mentoring and other developmental opportunities;
 - Recognition and rewards for outstanding performance;
 - Documentation of performance that is less than satisfactory, with appropriate performance improvements/ work plans

QUALIFICATIONS AND EXPERIENCE

- BA Degree in Finance and Accounting, Business Administration, or other relevant discipline.
- Chartered Accountant (CPA, ACMA, ACA, ACCA) strongly recommended.

EXPERIENCE AND SKILLS

Essential

- Minimum of 5 years management experience in a corporate or an NGO environment, of which three at a management level within a finance department
- Strategic mindset with the ability to lead, inspire and achieve results in a challenging context
- Strong team player
- Excellent inter-personal skills and able to communicate with diverse set of stakeholders
- Strong analytical, decision making and strategic planning skills with the ability articulate complex information in an easy to understand manner
- Solutions focused with ability to identify weaknesses and drive continuous improvement
- Ability to prioritise, plan ahead, and manage a complex and diverse workload with tight deadlines
- Ability to coach, mentor, delegate appropriately and provide developmental guidance to supervised staff.
- Self starter who is willing to go the extra mile to get the job done
- Excellent understanding of business and financial planning including strategic modelling.
- Excellent understanding of financial systems, controls and procedures.
- Excellent understanding of computerised accounts packages, Excel, PowerPoint and Word
- A full appreciation of the value of co-operation, both internationally and within a team environment.
- Understanding of Save the Children's vision and mission and a commitment to its objectives and values.



- Written and verbal fluency in English

Desirable

- 10 years within the NGO / charities sector
- Experience of working in an emergency context.
Understanding of major donor compliance regulations (USAID, Dfid, ECHO, OFTA, etc)

The Organisation

We employ approximately 25,000 people across the globe and work on the ground in over 100 countries to help children affected by crises, or those that need better healthcare, education and child protection. We also campaign and advocate at the highest levels to realise the right of children and to ensure their voices are heard.

We are working towards three breakthroughs in how the world treats children by 2030:

- No child dies from preventable causes before their 5th birthday
- All children learn from a quality basic education and that,
- Violence against children is no longer tolerated

We know that great people make a great organization, and that our employees play a crucial role in helping us achieve our ambitions for children. We value our people and offer a meaningful and rewarding career, along with a collaborative and inclusive environment where ambition, creativity, and integrity are highly valued.

Application Information:

Please attach a copy of your CV and cover letter with your application, and include details of your current remuneration and salary expectations. A copy of the full role profile can be found at ([SCI Career Site Careers \(oraclecloud.com\)](https://www.oraclecloud.com/careers))

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

All employees are expected to carry out their duties in accordance with our global anti-harassment policy.

In case you face any difficulty to access the link, please come to Save the Children International head office Juba Hai Malakal or SCI Field Offices for HR support

Deadline for submitting applications: 6th , March, 2023.

