

INTERNAL AND EXTERNAL JOB ADVERT

Position:	Intern Finance Officer – Partners Support
Duty Station:	Juba and Roving
Reports to:	Finance & Administration Manager
Salary Remuneration	As per the Stromme Foundation Salary Scale
Duration	3-6 Months [Contingent on budget availability]



Stromme Foundation's vision is a world free from poverty, and our mission is to fight poverty by ensuring that all people have equal rights to economic resources get their basic needs met and can live a dignified life. Stromme Foundation is a value-based development organization. With the shared deep conviction that all human beings are born free and equal in dignity and right, SF and all our employees shall strive to approach people with openness and respect, without distinction of any kind, act against injustice, and ensure and fulfill human rights for all, and show solidarity and promote the dignity, rights, and development of all peoples. All employees should work by and adhere to Stromme Foundation's vision and values, Global Strategy, and other core global documents, strategies, policies, and guidelines.

Major overall responsibilities:

Stromme Foundation Intern Finance Officer – Partnerships Support is responsible for all financial functions, including budgeting, financial reporting, grant financial management, and compliance and partnerships management. The SF Finance Officer - Partnerships ensures compliance with donor regulations as well as SF internal policies and procedures. In its role as a support to the Program Department, it provides timely reports and assistance to the program team to ensure that financial resources are used efficiently and effectively by the local partners.

Working in the Finance and Controlling unit under the supervision of the Finance & Administration Manager, the Finance Officer – Partners Support is responsible for monitoring subgrants and subgrantees to ensure compliance with the terms and conditions of the grant agreement and support proposal budget development and reporting for the partners. The incumbent is also responsible for tracking local partner contract requirements and for maintaining all subgrants' financial files.

Duties and responsibilities:

- Support the finance and program team in partners' pre-award assessments and recommend capacity building and monitoring plans to lessen financial and compliance risks of local partners.
- Assist in the preparation and review of partner contracts.
- Provide ongoing training and support to partners on SF financial procedures.
- Conduct mentorship and formal local partner training and workshops on relevance grants management.
- Assist in reviewing partners' financial reports for correctness and completeness and ensure that reports are submitted on time.
- Assist in local partner site spot checks, and audits and prepare site visit reports.
- Follow up on all sub-grant compliance issues and audits and document resolutions.
- Maintain local partners' grant tracking as well as financial files.
- Assist in processing partner payments and reconciling grant financial tracking to general ledger reports.
- Assist in local partner grant close-outs and start ensuring that all requirements of the contract have been met and that grant funds have been properly settled.

- Coordinate the development of grant agreements and any subsequent modifications.
- Conduct himself/herself both professionally and personally in such a manner as to bring credit to SF International and not jeopardize its humanitarian mission.
- Support annual audits of the local partners' financial system and compliance with contracts.

Knowledge and Experience:

- BA in accounting, finance management, and grants management
- At least 1-2 years of relevant finance experience, including budgeting, auditing, and grant management.
- Good understanding of major international donor rules and non-profit accounting
- Prior experience with computerized general ledger software
- Advanced computer skills in MS Office programs, particularly Excel and Access.
- Strong analytical skills coupled with a solid understanding of financial and procurement systems; Prior auditing experience is considered a plus.
- Excellent oral and written English skills.

Application Procedure:

Send your application, Curriculum vitae, copy of national identity, and copies of academic credentials and contacts of three referees by **July 25, 2024**. Email to: southsudan@stromme.org and copy to Alice.Tivo@stromme.org

