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Approved by
MOL
25/04/2023



VACANCY ANNOUNCEMENTS

PROGRAM/DEPARTMENT SUMMARY:

Mercy Corps has been present in South Sudan since 2005, focusing its interventions on Emergency response, WASH, FSL, Education and child protection etc. With funding from USAID, UN, SDC, private funds, foundation etc, Mercy Corps has been able to work together with communities in South Sudan to respond to humanitarian needs bringing benefit to more than 300,000 beneficiaries.

Vacancy: Country Finance & Compliance Manager.
Reports to: Country Director.

Duty Station: Juba

Start Date: ASAP

Deadline of Application: 15th May 2023.

GENERAL POSITION SUMMARY:

The Finance & Compliance Manager is a member of the senior management team and part of the Mercy Corps Finance Department, and as such is responsible for all aspects of financial management of the country programs, working collaboratively to ensure compliance with Mercy Corps internal policies and procedures as well as donor regulations. S/he works under the direction of the Country Director and is responsible for all financial functions in South Sudan, including accounting, payments and banking, payroll, budgeting, financial reporting and grant financial management and compliance. The Finance & Compliance manager, in support of the Program Department, provides timely reports and assistance to the Country Director and the Program team to ensure that financial resources are used efficiently and effectively.

ESSENTIAL JOB FUNCTIONS:

STRATEGY & VISION

- Recognize opportunities for innovative action and create an environment of empowerment.
- Set direction by prioritizing and organizing actions and resources to achieve objectives and contribute to country-wide strategy development.

PROGRAM MANAGEMENT

- Fulfill Mercy Corps' Program Management Minimum Standards based on the organization-wide guide.
- Ensure all interventions adhere to Mercy Corps' Gender Policy, Do No Harm principles, and beneficiary accountability standards.



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PERSONAL LEADERSHIP

- Consistently demonstrate flexibility, resilience, and ability to maintain positive relationships and composure, even under difficult circumstances.
- Maintain high ethical standards and treat people with respect and dignity.
- Demonstrate an awareness of his/her own strengths and development needs.

INFLUENCE & REPRESENTATION

- Interface with the (donor) representatives to convey information about programs as appropriate.
- Communicate with our partners (name), as well as (name any sub-grantees), to verify their systems and that they understand and follow all appropriate procedures and archiving.
- Participate in sharing best practices with NGOs and governmental agencies.

TEAM MANAGEMENT

- Develop the capacity of the team, deepen understanding of their roles and assist with career development.
- Assist team members with information, tools and resources to improve performance & reach objectives.
- Create and sustain a work environment of mutual respect where team members strive to achieve excellence.
- Promote accountability, communicate expectations, and provide constructive feedback via regular performance reviews.
- Hire, orient and lead team members as necessary.
- Supervise, hire and orient new team members as necessary.

OPERATIONS – FINANCIAL

- Ensure effective, transparent use of financial resources in compliance with Mercy Corps and donor policies and procedures.
- Maintain banking relations and plan and monitor country cash flow requirements to ensure the smooth implementation of Mercy Corps programs.
- Maintain appropriate local insurance coverage in coordination with the Admin. Department, to protect Mercy Corps.
- Provide monthly standard accounting submissions to Mercy Corps Headquarters, including general ledger files, account reconciliations, expenditures by cost center/project, required subgrantee reporting, as well as other financial information in a timely and accurate manner.

ORGANIZATIONAL LEARNING

- As part of our commitment to organizational learning and in support of our understanding that learning organizations are more effective, efficient, and relevant to



the communities they serve, we expect all team members to commit 5% of their time to learning activities that benefit Mercy Corps as well as themselves.

ACCOUNTABILITY TO BENEFICIARIES

- Mercy Corps team members are expected to support all efforts toward accountability, specifically to our beneficiaries and to international standards guiding international relief and development work, while actively engaging beneficiary communities as equal partners in the design, monitoring and evaluation of our field projects

KNOWLEDGE AND EXPERIENCE:

- A BA/S or equivalent in accounting or finance required; advanced degree preferred.
- At least 4+ years of progressive financial management experience, including supervisory experience required.
- At least 4 years' experience in grants management as well as an understanding of US government, UN, NORAD, SDC, AFD and other European donors' regulations required.
- At least 3 years' international experience required; international NGO/PVO field office experience is preferred.
- Demonstrated experience and skill with budget preparation and analysis, financial reporting preparation and presentation and the proven ability to translate technical financial data into informative reports.

SUCCESS FACTORS:

The successful candidate will have an ability to interact effectively across international and national program and finance teams successfully, both in a managerial as well as training capacity. S/he will be able to support programmatic objectives with timely and meaningful financial information, have a demonstrated ability to multi-task, meet deadlines and process information in support of changing program activities. An impeccable professional standard of finance and procurement ethics and the willingness and ability to enforce compliance with Mercy Corps and donor policies and procedures is essential. The Finance Manager must be willing to travel regularly to Mercy Corps field offices and project sites. The most successful Mercy Corps staff members have a strong commitment to teamwork and accountability, thrive in evolving and changing environments and make effective written and verbal communication a priority in all situations.

Apply to: Mercy Corps Juba Office

All applications will include CV, and all relevant copies of official documents, should be submitted in person or by email: ss-apply@mercycorps.org

Qualified female candidates strongly encouraged to apply.

