

15 February 2023



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: Area Finance Manager

Location: Juba

Reports to: Finance Director

Contract Period: 2 Years with possibility of extension

ROLE PURPOSE:

The purpose of this post is to ensure that the area office adheres to all its financial management obligations internally within Save the Children and externally with donors. The position will also function as a key and important link between the finance department and other functions within the area Operations and will work closely with the area representative, field staff, and Country Teams...

KEY AREAS OF ACCOUNTABILITY:

Key primary accountabilities

Strategic Financial Management

- Provide strategic finance support to the Area Senior Management Team; Master Budget development and monitoring in coordination with Awards, Operations, supply chain teams, and advice on how best to utilize the program is funding portfolio.
- Monitor Area operations funding gap and ensure on time measures are in place for the Area and also field offices
- Provide a high standard financial accounting management, ensuring compliance to local statutory law and donors regulations and consistent with Save the Children accounting policies, procedures and tools.
- Ensure that all Save the Children financial controls are in place, understood and enforced in the area. These will include key controls regarding balance sheet reconciliations, procurement controls, adherence to scheme of delegation limits and enforcement of finance manual policies and procedures.



Cost recovery, budgeting, and financial reporting

- Ensure preparation of donor financial reports and proposal budgets
- Ensure all donor financial compliance requirements are complied with and reports are prepared on time with complete audit trail.
- Prepare and disseminate timely and high quality monthly BVAs
- Maintain and update the staff funding trackers 'Non thematic and cross thematic' schedule for the area office on a monthly basis and share it with Head of Budgeting.
- Work with Budget holders to develop realistic and accurate phased budgets in line with the project implementation plans and monitor this monthly to ensure the relevant KPIs are met.
- Lead in the budget development for new proposals by developing close coordination with Budget Holders and awards team in line with donor/member guidance/templates and by ensuring full cost recovery for the area support costs in line with the nature of the project.
- Ensure full cost recovery is achieved (through strategic financial management and proposal budget development)
- Monitor shared costs charged through the Cost Allocation Methodology (CAM) and ensure that CAM budget utilization is monitored on monthly basis

Financial Accounting and Systems

- Coordinate Solving Area System issues (Pro-Save and Accounts Payable) between Finance and Supply Chain teams
- Ensuring that all Area System Payments are cleared within the month
- Ensuring that online Scheme of Delegations is updated on Monthly basis and shared with Country Finance for system upload
- Overseeing and monitoring System (Pro-save) KPI targets and ensuring payment performance KPI targets are met.
- Work with field staff to ensure that 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, follow up actions, and ensure the supporting documents are fully compliance with SCI and donor requirements.
- Participation in internal and external audit exercises and subsequent implementation of the auditors' recommendations.
- Carry out regular reconciliations on Total Inventory Management System (TiM) and Agresso and ensure accurate inventory data is migrating to the Financial Management System
- Lead the role out of upcoming system improvement projects such Source to Pay, Coding etc.
- Collaborate with the Country Finance on month end/Yearend process and checklists, and ensure that functional finance KPIs are observed green



Internal Controls

- Ensure that at all stages of the program implementation, the control framework of the operation is consistent with the situation and ensure that necessary risks are taken knowingly with appropriate mitigating actions.
- Support Cash Transfer programming activities from feasibility assessment to implementation, and ensure accountability by enforcing adequate controls
- Ensure the program is adhering to Finance quality framework minimum standards, Country Office Finance Manual and other SCI financial policies including circulars, memos and guidance from the Finance Director, Regional Finance Office and the Centre.

Cash flow

- Prepare the monthly cash forecasts for the area office based on the planned programme activities and forward this to the Area Representative for approval with a breakdown for three tranches.
- Ensure access to cash for areas of operations by establishing effective banking arrangements or by ensuring safe cash in transit alternatives through implementation of emergency cash management guidelines

Resources and capacity building

- Assess new partner financial capacity and provide financial capacity building when relevant
- Assess finance surge staff requirements and structure in coordination with existing CO and RO finance team
- Recruit, train, manage and retain high performing finance team in the area office and in the sub offices.
- Ensure that all new staff recruited are adequately inducted in Save the Children emergencies and financial systems
- Strengthen the non-finance staff knowledge and capacity to manage finance by providing, induction, training and coaching consistent with their various roles and responsibilities.
- Run periodic trainings for all staff in the area, including budget holders and project staff, on efficient budget management and other SCI finance policies and procedures including Fraud and dishonesty and other compliance policies.
- Carry out periodic field visits in order to support and build capacities of the field finance teams in the area office and/or finance staff of local implementing partners.
- Comply with all relevant Save the Children policies and procedures with respect to health and safety, security, equal opportunities and other relevant policies.

QUALIFICATIONS AND EXPERIENCE

- A University degree in Commerce, Accounting or Business Administration (Finance or Accounting option) from a recognised university.
- CPA/ACCA fully qualified.
- A minimum of 3 years of progressively mid-level management experience with INGO's in professional accounting and financial management.
- Demonstrated experience in working with local partners and supporting in building their capacity.



- Excellent knowledge and understanding of generally accepted accounting procedures
- Experience of systems audit and articulating/implementing recommendations
- Good personal organisational skills, including time management, and ability to meet deadlines and work under pressure
- Ability to work within a multicultural setting
- Training skills
- Experience working in difficult and/or emergency environments.
- Computers literate, proficient with excel and computerised accounting packages.
- High level of integrity and ability to work as part of a professional team
- Ability and willingness to work under high pressure travel to field offices and to meet tight deadlines.

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))

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.

