



*World Vision*  
*Approved by Director General*

Our Vision for every Child, Life in all its Fullness; Our Prayer for every heart, the will to make it so.

Building Brighter Futures for Vulnerable Children

## JOB OPPORTUNITY AT WORLD VISION INTERNATIONAL – SOUTH SUDAN

### INTERNAL AND EXTERNAL RECRUITMENT

World Vision is a Christian Relief, Development and Advocacy Organization dedicated to working with Children, Families and Communities to overcome poverty and injustice. World Vision serves all people, regardless of religion, race, ethnicity or gender. All employment in World Vision is conditioned upon successful completion of all applicable background checks, including criminal record checks where possible.

World Vision South Sudan is now seeking for a qualified and dynamic Individuals (**Man or Woman**) who are willing to share in our vision and promise to Children, to join us in the role below:

**Job title:** Finance Coordinator  
**Reporting to:** Zonal Finance Manager  
**Location:** Malakal  
**Availability:** As soon as possible

#### Purpose of the position:

The purpose of this role is to support Upper Nile Zonal office finance Management to ensure financial accountability, provide timely and accurate financial information/report, effective and efficient grant budget management, grants compliance and adherence to donors' rules, WV policies and local country legislation in order to achieve organization strategic goals and objectives.

#### Major Roles and Responsibilities

##### **Zonal Grants / Projects Financial Management and Reporting**

- Run external and internal detail financial reports for all grant projects.
- In collaboration with the Finance Manager, ensure accurate and timely production and analysis of financial report, reviewing for completeness and correctness, making the appropriate adjustments as necessary.

- Implement tracking/ monitoring system for projects, ensuring all relevant project information is accessible on a timely basis and properly summarized for rapid managerial decision-making.
- Review and analyze Projects expenses and variances to advise the stakeholders on expenditure trends and potential issues.
- Ensure compliance to the various donor regulations in all grant transactions and processes; keep the Finance Manager informed on all major compliance issues/challenges while taking the necessary corrective steps.
- Ensure timely communication/feedback with internal (project Managers) and external stakeholders as needed
- Assist Zonal Grants Finance Manager and Prepare financial vouchers for projects budget entries (budget G) and review them for valid account/cost center and donor combinations before posting to SunSystems.
- Upload Monthly project financial reports on the FFR data base on the timely basis.
- Support the Zone on new projects budget coding

#### **Accounting, Compliance, and Monitoring.**

- Confirm the source documents/ payment packages before processing the payments to ensure alignment with local legislation and WV policies and procedures
- Review daily data and post on the accounting System
- Follow-up on Accruals and Advances and ensure all payments are processed within agreement terms
- Assist the Accounting team as needed in the Review of Balance sheets reconciliations and follow-up on pending items
- Ensure proper filing system is in place
- Handle and submit the provision invoice process till payment execution. Ensure all procurement invoices submitted on time
- Prepare and submit Monthly cash needs for all the projects.
- Attend Start-up & donor workshops in order to be updated on all Internal/Donor financial procedures and guidelines and to ensure maximum compliance
- Perform daily cash Reconciliations and cash count with updated daily cash tracker
- Ensure all Upper Nile balance sheet accounts are with current balance

#### **Financial Risk and resource Management**

- Play active role in maintenance of internal controls by ensuring laid down procedures are followed and Zero tolerance to Fraud is adhered too.
- Ensure grant procurement adhere to donors' rules and regulations
- Coordinate and Facilitate audits; track and review audit responses and follow up on the implementation of Audit recommendations for both internal and external audits.
- Follow up on any audit recommendations and ensure its implementation.
- Ensuring Project fixed assets are managed as per donors' rules and World Vision Policies.
- Ensure timely submission of Labour Distribution Reports (LDR)/Timesheet for all staff charged in the projects, reconcile with salaries and benefits charged in the projects.

#### **Team Management & Development**



- Provide Capacity Building and play an active role in training and mentoring the Accountants/Finance Officers on matters related to grant management.
- Review the team workload regularly and ensure a balanced distribution of tasks to ensure smooth operation of the team.
- Effectively manage the performance of accountant, through ensuring performance agreements, regular performance reviews, and annual appraisal are done.
- Address performance or behavioral issues when they arise.
- Maintain positive, constructive and supportive communication with all team members

### **Qualifications: Education/Knowledge/Technical Skills and Experience**

The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training:

- Bachelor's Degree with strong academic record in Accounting/ Commerce/Finance
- Professional: CPA/ACCA Section II completed – **A MUST**
- Minimum of 3 years of experience in a finance/accounting/Grants in Manager level or equivalent role preferably with an international NGO and demonstrate ability in supervision
- Demonstrated experience in developing and managing large budgets, with preference for previous experience working in a consortium
- Technical Skills & Abilities:
- Intermediate to Advanced skills in Excel a must
- Sun-systems software desired and SUN 6 experience a distinct advantage
- Experience in managing major donor funds and subgrantee
- Working knowledge of Grants operations, finance services and practices is an added advantage.
- Good planning and organizational skills
- Tact and diplomacy in dealing with staff-related to work environment needs
- Ability to maintain effective working relationships with all levels of staff and public
- Ability to learn new skills/systems

### **HOW TO APPLY**

Interested candidates (**South Sudanese Nationals**) who meet the above criteria should submit their application, cover letter and an updated CV with at least three referees with their telephone and email contacts. Address your application to: **The Human Resource Manager, World Vision South Sudan.**

**Qualified female candidates are STRONGLY encouraged to apply**

**Indicate the position you're applying for in the subject line.**

Applications should be submitted to this email [recruitsdno@wvi.org](mailto:recruitsdno@wvi.org) or drop to any World Vision offices.

**Closing date for receiving applications is: 8<sup>th</sup> April, 2021**



Please note that only shortlisted candidates shall be contacted and documents once submitted will not be returned to the candidates.

