



VACANCY ANNOUNCEMENT

The Luol Deng Foundation (LDF) is a registered NGO in South Sudan that uses basketball and education as tools to give hope to South Sudanese in Africa and around the world. The foundation works in 3 different countries: South Sudan, the UK, and the USA. Our work in the three different countries follows the life journey of our founder Luol Deng who was born in South Sudan, studied in the UK, and played professional basketball in the United States.

In South Sudan, LDF is looking for a qualified South Sudanese National candidate to fill the position of Finance Manager based in Juba.

Job Title: Finance Manager
Open Date: September 13, 2022
Closing Date: October 3, 2022
Start Date: ASAP
Duration: 6 months (with possible extension)

Position Purpose & Summary

The Finance Manager is responsible for the management of the finance department and budget management of the entire base. More specifically:

- He/she carries out accounting and financial management of his/her base, in compliance with donors and LDF's procedures.
- He/she supervises accounting operations and cash management and carries out budget follow up in conjunction with the programs, logistic and HR managers.
- He/she supports, monitors and trains the members of his/her finance team in coordination with the HR Manager.

Responsibilities

- Financial and budgetary management
- Accounting management
- Cash Management
- Administrative follow up
- Team & people management
- Reporting/Communication & lessons learnt

Management: The finance manager **will directly supervise** 1 finance officer and 1 finance assistant. An administrative assistant under management of HR is also supporting the finance team.

Main challenges

- Regular **capacity building** to provide to the teams. Regular training to other departments on finance may need to be carried forward as well.
- A **multi donors** base will require constant attention to budget management.
- The national banking system is also facing a hard time, resulting sometimes in **cash shortage**, thus requires monitoring and anticipation.
- Depending on internal strategies on new funds, Finance Manager will also participate in **budget proposal writing**.

Priorities for the first months:

1. S/he will assure smooth management of the current cash limitation.
2. S/he will work in collaboration with the managers for budget analysis and adaptation to the current context.
3. S/he will follow up the capacity building of the team.
4. S/he will ensure compliance with reporting deadlines and guidelines/procedures.
5. S/he will collaborate in the drafting of a new proposal.
6. S/he will ensure regular and good archives management



YOUR PROFILE

Education:

University degree in Finance, Management, Economics, Business Administration or a similar field.

Experience:

- Minimum 3 years' experience in a similar position and similar volumes in an INGO
- Proven experience in managing teams
- Experience with establishing strong working relationships with colleagues and partners from different functions and cultures
- Previous experience in South Sudan
- Previous experience in remote management is an asset as well.

Technical skills and knowledge:

- Very good knowledge about budget analysis and accountability
- Previous experience in managing several grants
- Ability to manage and prioritize a high workload and multiple tasks with tight deadlines
- Ability to write/edit quality reports/budgets/accountancy in English
- Confident and proficient in the use of MS Office, including **EXCEL**
- Knowledge of QuickBooks and other finance software is an asset

Transferable skills:

- Decision-making skills and ability to work in autonomy is essential
- Diplomacy, smooth leadership skills
- Prioritization and self-organization; rigor
- Ability to multitask and delegate
- Ability to work in multicultural environment; more generally, excellent interpersonal & communication skills
- Ability to work under pressure

Only candidates with the above required qualifications will be considered. Interested applicants **please submit the following documents only:**

1. Cover letter
2. Resume/CV

Due to COVID-19 safety precautions, only email applications will be welcome. Please submit to info@luoldeng.org. The deadline for applying is October 3, 2022 by or before 5:00pm. We appreciate your interest to work with us, however only short-listed candidates will be contacted.

Female applicants are strongly encouraged to apply

