

Approved on 08/08/2020
06 AUG 2020

EXTERNAL JOB OPENING



War Child Holland is a Dutch Charity International Non-Governmental Organization founded on October 9, 1995 and is registered at the Amsterdam chambers of commerce in the Netherlands. Charity number: 41215393, War Child in South Sudan is registered with the Ministry of Legal Affairs and the South Sudan Relief and Rehabilitation Commission. War Child Holland strives for the healthy mental development of children who have lived through war and conflicts. This will enable them to contribute to a peaceful future. War Child specializes in providing psycho-social assistance to children in former war zones, using all kinds of creative methods. The organization has projects in Juba, Bor, Malakal and **NIMULE**.

Job opening	Finance Manager
Position open for:	South Sudanese Nationals only
Advertisement date:	6 th Aug, 2020
Desired start date:	September 2020
Duty Station:	Juba with regular visits to the different field locations.
Position reports hierarchically and functionally to	Country Director and Finance Manager at the Head office respectively. Functionally the position relates to the Regional Finance Advisor based in Kampala.
# needed	01
Duration of contract	12 months with possibility of extension
Closing date:	31 st Aug, 2020

General Purpose

- The Finance manager is responsible for financial management and accountancy and in the Country Programme.
- The Finance manager is a member of the Country Management Team and will be expected to have the capacity/ability to take charge and operate with minimal or remote supervision and guidance when circumstances necessitate that.
- The Finance Manager implements and adapts organizational policies, guidelines, manuals, tools, systems and instructions of departments at the Head Office on Finance

Purpose of the Job

Ensure that financial processes are running effectively and efficiently to enable programme staff and partners to carry out the War Child Holland Programme, to report to donors and to enable head office to have a timely and transparent insight in to the financial status, risks and forecast of the country programme. The Finance Manager reliably generates management information for the stake holders.

Position in the organization

- The Finance Manager is accountable to the Country Director, hierarchically and functionally to the Manager Finance at the head office.
- The Finance Manager Relates with the Finance Advisor at the regional platform for technical support and guidance.
- The Finance Manager manages finance staff at the country office and provides technical supervision to the finance staff in the field locations
- Essential functional relations; Country Director (CD), Field Location Manager(s) (FLM)/Project Coordinators and support departments at Head Office e.g. Finance & Control, procurement and Legal, Field operations departments (FOD).

Specific Job Description

1. Financial Management & Administration

- Ensures financial management policy and guidelines are followed by War Child and by implementing partners.
- Ensures proper financial grants management: budgeting, financial reporting, forecasting and keeping relations with financial contact person of the donor (in close collaboration with Grant Manager if available in the Country)
- Ensures accurate and correct bookkeeping and other financial records and its timely compilation in to monthly financial report for Head Office.
- The Finance manager is involved in proposal development for donors to ensure proper budgeting and reporting
- Manages money incoming and outgoing transfers and bank relations
- Advises the Country Director and Field Location Managers/Project Coordinators on financial management
- Uses the software and formats as determined by Head Office
- Reports the relevant developments in the field to the support department at the Head Office.
- Review monthly bank reconciliations and report any inconsistencies
- Review and understand all budget guidelines and instructions of various donors. Ensure compliance with all donor financial procedures and guidelines for audits, prepare for financial donor audits and annual audits.
- Monitor individual budget lines and alert budget owners and project team and the Country Director about any significant over or underspending or problematic spending practices
- Prepare and revise budgets and forecasts for projects and the programme.
- Work with War Child Finance Officers to hands-on manage all aspects of day to day finance department activities, support and train the local finance staff in the country, review appropriate accounting coding.
- Take full charge/accountability of Finance Management in Country and any other responsibilities as may be assigned with minimal remote supervision when required.

2. Budgeting and Accounting for Local partners

- Support, train and develop local partners' capacities in accounting and accountability
- Review on behalf of Field Location Manager(s)/Project Coordinators all reports from and payments to local partners with proper and adequate back-up documentation and report any inconsistencies to the Field Location Managers/Project Coordinators.

3. Financial Administration and Policy

- Ensure that standard salary scale and per diem policies are approved, in place and updated
- Ensure that all staff are trained in, and adhere to War Child Financial policies and procedures

4. Capacity Building staff

- Build capacity of the support staff in the country office through on-the-job training as well as trainings and workshops.
- Manages his or her staff by guiding, coaching, instructing and motivating
- Prepare terms of references for staff in his or her department.
- Perform any other duties as and when assigned

Requirements

- **Education Qualifications.**
- Minimum of Bachelor's degree from a recognized university in Accounting and Finance or in a related field. Qualifications in professional courses such as ACCA and CPA is key.
- Expertise in Accounting/finance is an added advantage.
- **Work Experience**



- A minimum of 3 years of relevant working experience in the finance department, preferably with an (I) NGO and candidates with similar qualifications or related fields in the Public/Private sector are also encouraged to apply.
- Technical Knowledge of Financial Management
- Experience in implementing organizational policies and procedures in finance
- Knowledge of automated financial accounting system preferably **UNIT4**
- Demonstrated experience in a similar position especially in financial administration and grants management
- Demonstrable international experience/professional exposure is an added advantage
- **Competencies required**
- Advanced oral and written skills in English.
- Intermediate oral skills in Arabic.
- Social and communicative skills for coaching and leadership
- Planning and organising skills.
- Strong leadership skills and ability to make decisions.
- Ability to organize and prioritize work
- Good sense of following security procedures and experience working in hardship and delicate conditions
- Demonstrated ability to work in multi-cultural environment and establish harmonious and effective working relationships within and outside the organization
- Result focused and persistent to reach goals.
- Team player.
- Flexible.
- Good reporting skills
- Affinity WCH mandate.
- Commitment to child safety

Commitment to the vision and goals of War Child Holland in South Sudan including adherence to the Child Safety Policy, is essential.

Note: Female candidates with the right expertise are preferred and highly encouraged to apply.

How to apply:

Application letters along with an updated CVs with details of three most recent referees, copies of certificates and National ID addressed to the Human Resource Department and be delivered only by **email** to info.ssdco@warchild.nl . The position “ **Finance Manager**” must be clearly indicated in your subject line of email

Please note that any application letter received is not returnable and War Child Holland is not obliged to give feedback/notices to none shortlisted applicants.

Note: Due to the urgency of this position, we shall be reviewing the applications prior to the closing date.

War Child Holland South Sudan values your applications, however, only shortlisted candidates will be contacted.

