



Save the Children

5 August 2024

External/Internal 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: Finance Officer (1) Post

Location: Walgak- Walgak Filed Office

Reports to: Field Manager.

Contract Period: Six (6) Months

CHILD SAFEGUARDING:

Level 3: the role holder will have contact with children and/or young people either frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work in country programs; or are visiting country programs; ore because they are responsible for implementing the police checking/vetting process staff.

ROLE PURPOSE:

He /she ensures efficient and effective financial systems and controls in the area field offices. He /she will support the program in the field by ensuring the timely production of reports and information.

Role Dimensions:

South Sudan is one of the most challenging and exciting working environments that Save the Children currently works in. The newest country in the world, its legacy of thirty years of war has yet to be even partly addressed as its new government struggles to both mature and reach out to its people. Education rates remain extremely low with less than 10% of the population finishing primary school, and only 200 girls completing secondary school in 2011 (out of a total population of greater than 8 million people). Infrastructure across the country remains virtually non-existent; with 80% of the country – including State capitals – only accessible for half of the year (the rainy season) by small aircraft. Even in the capital – Juba –, there are no functioning public utilities, few tarmac roads, and limited health services. Aid agencies rely on generators, water trucking, and satellite internet to meet their basic needs. The agencies

still provide some 75% of the basic services of the South Sudanese population. Parts of the country are still racked by insecurity – tribal militias, rebel militia groups, and direct conflict with the North of Sudan all take their regular toll on the civilian population.

Save the Children has been active in South Sudan for over 20 years. In 2010 the three active field agencies – Save the Children Sweden, US, and UK came together under a unified presence with Save the Children UK as the managing member. We reach and help them meet the rights of hundreds of thousands of children every year.

There is currently a total of 28 active grants that Save the Children is implementing across Eight field offices. This number is likely to increase over the year to approximately 35 active grants. The expected yearly expenditure of these grants is expected to reach over US\$30 Million during 2012. The grants vary from short-term emergency response grants from CHF, UN agencies, ECHO, etc... to multi-year funding for longer-term development programs.

This is a challenging role in a complex environment. It requires a dedicated, experienced, and highly motivated individual who can manage the difficulties of living and working in such an environment and still be fundamental in helping to drive forward our programs and our ambitions. Equally, South Sudan today is a rewarding place to be – a new country that still needs much of its plans to be laid out and put in place. Joining Save the Children here now is thus an immensely exciting opportunity to help shape the future of a country as we, one of the largest agencies in the country, help formulate the future direction of this country – helping to put its children first.

Staff directly reporting to this post: Assistant Finance/Cashier.

KEY AREAS OF ACCOUNTABILITY:

- Ensure that there is a file for all the donor financial contracts in the field offices with all donor requirements
- Share the information with the relevant staff
- Assist in audit preparations as per the donor requirements.
- Management of both grants and financial filing systems in the field
- Maintenance of the donor's fixed assets register in the field offices
- Ensure that all monthly financial action points are implemented.
- Coordinate the monthly grants finance meeting in the field and periodic grants monitoring meetings.
- Assist the Area Finance and Award Coordinator in providing training on budget monitoring systems, grants management procedures, and various donors' terms and conditions to budget holders in the field
- Assist the Finance and Award Coordinator in developing and maintaining robust and adequate financial internal control systems for cash management in the field offices
- Preparing and posting all correction journals as per the budget holder's feedback promptly.
- Ensuring all costs are coded properly in Agresso and Prosave by reviewing the 'accountant check' for all PRs and payments.
- Reviewing sub offices ensuring they are properly coded before uploading into Agresso

- Make payments after verification of the accuracy, validity, and legitimacy of all documentation ensuring completeness of financial documents, (purchase requests, work orders, pro forma invoices), proper coding, and approval by responsible managers before payments are made
- Ensure the organization's creditors in the field are paid promptly.
- Reconcile creditor's statements to ensure that all bills have been paid and no disputes arise between the Organization and the creditors regarding timely payments of their bills

QUALIFICATIONS AND EXPERIENCE

- Professional qualifications in Accounting: -CPA II or Degree in accounting.
- At least three year's INGO experience especially in budget setting and financial accounting

Essential

- Proven audit experience
- Proven skills in managing changes, achieving results, ensuring quality, team building, and capacity building.
- Strong computer skills, especially on Accounting packages such as SUN
- Ability and willingness to work under pressure as part of a professional team.
- Excellent interpersonal skills, including cultural sensitivity, assertiveness and negotiating skills.
- Willingness to travel to field offices occasionally

Desirable

- Language skills in Nuer and English
- Experience or understanding of working in Akobo West
- Experience working for Save the Children and working across organisational structures.

SKILLS AND BEHAVIOURS (our Values in Practice)

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modeling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance, and applying appropriate consequences when results are not achieved

Ambition:

- Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their personal development, and encourages others to do the same
- Widely shares their vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, Members, external partners, and supporters
- Values diversity, and sees it as a source of competitive strength
- Approachable, good listener, easy to talk to

Creativity:

- Develops and encourages new and innovative solutions

- Willing to take disciplined risks

Integrity:

- Honest, encourages openness and transparency

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures;

Child Safeguarding:

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.

Safeguarding our Staff:

The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy

Humanitarian response

In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly

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://oraclecloud.com/careers))

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.

Deadline for submitting applications: 22nd August, 2024.

Cc: MoJobadvert@gmail.com:(National Ministry of Labour email Address Juba)