

Senior Admin and Finance - Vacancy

Organization: Amref Health Africa-Comitato Collaborazione Medica ETS (AMREF –CCM FOUNDATION)

Position: Senior Admin and Finance

Number of Positions: (1)

Location: Juba with frequent travel to the field sites

Start date: ASAP

Reports to: Country Administrator

Job Purpose

The Senior Admin and Finance assists the country Administrator on the administrative and financial management of projects in the mission.

S/he will report to the Country Administrator:

Main Duties and Responsibilities

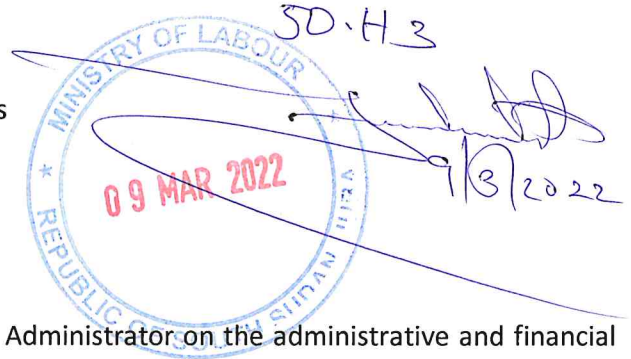
Administrative Organisation

- ❖ By assisting the Country Administrator s/he supports supervision and evaluation of the administrative staff, ensuring that the local staff assigned to him/her meet the requirements of professionalism and reliability necessary for the performance of their work.
- ❖ (S)he ensures the application of the general organizational guidelines adopted by AMREF – CCM FOUNDATION at the main office and at the field offices. To this aims, S/he supports the Country Administrator and programme Managers providing adequate technical assistance and appropriate monitoring to the field administration and finance, also through regular field visits required.

Specific Responsibilities

Book-keeping, Finance and Budgeting

- Ensures the updating and the validity of bookkeeping entries ensuring the proper allocation of costs according to the information received upon verification of the invoices and other administrative documents.
- In conjunction with the CA, S/he supervises and verifies completeness and validity of all administrative supporting documents for expenses incurred by the Organization in the country.
- Ensures the reconciliation of bank accounts and cash boxes to be reviewed by the CA and CR
- Be the focal point during audits internal and external and spot checks and liaises with the CA on the technical matters arising
- Assists the CA in compiling donor reports for submission to the donors in a timely manner



- Consolidates the weekly cash books of the field station and juba office in strict coordination with state Admin and Accountant.
- Under the supervision of the country administrator and in collaboration and consultation with project managers, the snr admin and Finance defines the guidelines for the allocation of costs related to each projects
- Records the incomes and expenditures (cash books of projects) in Amref - CCM accounting software and communicate with the CA on the status of cashbook weekly.
- Supervises and support filing of all payment/expenditure documents separated by project and month
- Ensures proper custody of all accounting documents including cheque books and cheque stub
- Ensures the application of the general organizational guidelines adopted by Amref -CCM Foundation at the main office and at the field offices by providing adequate technical assistance and appropriate monitoring to the field administration and finance.
- Be the first contact on review of the BFU's discussing with the CA areas of deviation.
- Assist the CA to prepare the draft financial statements of the institutional accounts.
- Assist the CA in consolidating the quarterly budgets to be used for FR to HQ and annual budgeting and review process.
- Support PMs, CA and CR in budgeting proposal development and amendments
- Revise the fund requests from and submit to the CA for financial facilitation
- Reconcile all AMREF – CCM Foundation staffs Gratuity and SI by each project and summaries to be reviewed by CA
- Initiate the Online payments and submite to CR/HOP and CA for approval

Personal Management, Legal compliance

- Assists with the proper administration management of local staff in accordance with local legislation and Amref - CCM Foundation procedures as well as proper filing of pertaining documentation
- Ensures timely payment of taxes to the local authorities

Management control

- Ensures the compliance of internal controls by undertaking regular field visits
- Ensures that the accountant has prepared documents in accordance with budgets and grants and proper allocation is done
- Oversees the administration, supervision and management of assets acquired by the Amref – CCM Foundation in liaison with Procurement and logistics officer
- Ensures strict observation of the monthly administration procedures

The Senior Admin and Finance is available to perform any additional duties required by the country administrator and deputize her/him during her/his absence (leave, R&R, etc.).



caring for those who care

Qualifications and Skills required:

- Proven experience in similar role, particularly in financial administration and grants management
- Bachelor degree in Business Administration or related, CPA and master's degree is added advantage
- At least 3-5 years relevant work experience in similar role
- Proven capabilities in leadership and management role required;
- Ability to work well and punctually under pressure
- Excellent in English written and spoken , Arabic is added advantage
- Strong negotiation and interpersonal skills, and flexibility in cultural and organizational terms;
- High capacity to cope with stress also in volatile and highly insecure contexts
- Proficiency in Microsoft Office and Financial systems;
- Flexibility and willingness to work in remote areas
- Knowledge of South Sudan Labour Act and Taxation Act is an Asset



Application Procedure:

Interested applicants can submit updated CV, cover letter, relevant academic certificates and contact details of at least 3 professional references to the following email: recruitment.ssd@ccm-italia.org
Mention the **position**, you are applying for in the subject line.

Hand delivery to: Amref- CCM Foundation Juba Office located in Thong Piny, Airport Road (opposite former Ruweng Coordination office) to the attention of the **HR Department – Amref- CCM Foundation** (please indicate the position you are applying for on the envelope).

Closing date: 30th March 2022

Please Note: Position is open to South Sudanese only. Due to the urgency of the position, candidates will be shortlisted on a rolling basis and the position will be assigned as soon as the best candidate is identified. **Female candidates are encouraged to apply.**

Child Safeguarding and PSEA Commitments:

AMREF-CCM Foundation has a zero tolerance for any form of abuse/harassment and staff are expected to uphold the organizational values. We are determined to keep our beneficiaries safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of vulnerable children and adults from any form of abuse.

