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 Approved by Senior Inspector
 MOI/PC
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 09/11/2022



External and Internal Vacancy Announcement - AADO

Job title/Position	Senior Finance and Grants Officer
Working hours per week	40 hours
Reports to	Finance and Grants Manager or Head of Finance and Admin
Employment start date	ASAP
Reporting to position	None
Location	Juba
Closing deadline	2 nd December 2022
Number of positions	One

Introduction

Across Africa Development organisation (AADO) is a national organisation working in most of the states of South Sudan, in the themes of Gender and Protection, Food Security and Livelihoods, Education, Woman Empowerment, and looking at Health as well, and we are dedicated to work with the communities at this pivotal time. Across Africa Development organisation (AADO) is a 'dual mandate' organisation and as such equal priority will be given to both humanitarian and development work. This is the only way we are able to ensure that some of the fundamental rights that we believe woman have, such as survival, safety and constant access to protection and empowerment, can be guaranteed.

Under the direction of the Finance and Grants Manager and/or Head of Finance and Admin, the Senior finance and grants officer will ensure that donor reports are prepared in time, donor and the organization requirements are adhered to and internal monitoring systems of grants are in place and there is timely production of information. The Head of Finance and Admin will support both positions on needs basis.

Job Purpose

The Senior finance and grants officer will be responsible for preparation of donor and other internal monitoring reports. The Senior finance and grants officer will ensure donor and the organization requirements are adhered to and internal monitoring systems of grants are in place and there is timely production of information.

The grants officer will ensure that there is good documentation and record keeping for easy management of the grants. He/she will organize for training of budget holders, finance and non-finance staff on donor and organizational requirements with the support from the finance and grants officer.

Key accountabilities

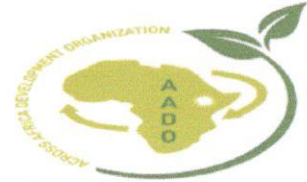
1.0 Financial systems and procedures

- Assist the Head of Finance and Admin in ensuring smooth implementation and updating of robust and adequate financial systems and procedures in line with the managing member's finance Policy and good accounting practices
- Develop and update the finance diary that covers all the required activities on a monthly basis and lead staff to ensure that the diary is strictly adhered to.
- Ensure that all financial transactions are fully supported and that they are all captured in QuickBooks Accounting System on a daily basis; make sure that regular backups are taken and stored off site (if possible).
- Prepare monthly and quarterly financial diaries for both QuickBooks Accounts and sub-office finance systems and ensure its strict adherence to the CO deadlines
- Maintain and ensure the integrity of the computerized accounting systems and liaising with HoFA for any required support.

2.0 Financial records and transactions

- Carry out sensibility and control checking before and after posting sub-office transactions into QuickBooks Accounts. The post holder is expected of travelling to review financial records maintained in the field offices in compliance with AADO's policies and procedures





- Follow up transactions from field offices and make sure that all are processed in the Field Accounting Excel Control Systems timely and accurately

3.0 Financial reports

- Responsible for timely, accurate and efficient financial reporting (both electronic and manual field returns) to head office
- Responsible for all internal management reporting to budget holders and program managers, as well as Country Office line managers.
- Responsible for ensuring that reconciliation of balance sheet/control accounts are carried out on monthly basis and ensuring those year-end accounting procedures are met consistently and that any discrepancies are reported to the Head of Finance and Admin.

4.0 Financial and system controls

- Ensure safe security of cash in the office and coordinate weekly and monthly cash counts, including spot counts
- Ensure that systems are put in place to assure document security for a complete audit trail from the QuickBooks Accounts records to supporting documentation and vice versa.
- Ensure the effective and efficient use of all Across Africa Development organisation (AADO) resources in order to keep costs low and ensure the security of staff.
- Comply with all relevant Across Africa Development organisation (AADO) policies and procedures with respect to health and safety, security, equal opportunities and other relevant policies.

5.0 Staff management

- Directly lead, manage and motivate staff in the Finance unit and ensure that they have clear work plans and performance management is integrated in day to work activities.
- Assess and identify gaps on the capacity of finance staff and propose training and capacity building as required

6.0 Support Programme forecast preparation process

- Coordinate with programme managers and other departments to ensure that six weeks or more forecast is maintained
- Ensure that the forecast is supported by a work plan and a specific budget
- Consolidate the forecast and request funds from donors
- Monitor the forecasts against expenditures

7.0 Payroll management and statutory deductions

- Work closely with HR on payroll related matters
- Maintain a database for all staff.
- Review monthly payroll before submitting it to HoFA
- Ensure that AADO is compliant on all statutory requirements
- Maintain an updated monthly staff donor schedule
- Maintain other payroll related records
- Prepare the year end terminal benefits provision
- Support HR in preparation of terminal benefits calculations

8.0 Month end closure

- Carry out all month end closures steps
- Ensure timely closure of monthly accounts
- Maintain month end closure check list and ensure that it is closely followed.
- Carrying out bank reconciliations in the QuickBooks system
- Ensuring all data is fully booked in the systems.

9.0 Audit function

- Support and strengthen finance management and administration across the programme and ensure appropriate audit functions are carried out.
- Support in ensuring that audit recommendations are implemented

10.0 Training

- With the support from the HoFA organise training on the AADO accounting systems to both financial and non-financial staff





- Train the finance assistant and the cashier on how to use the ADO systems
 - Capacity builds other finance staff to be able to use the accounting systems
- 11.0 other responsibilities
- Carry out the responsibilities of the role in a way which reflects Across Africa Development organisation (AADO)'s commitment to safeguard children in accordance with the Child Protection Policy.
 - Review and post transactions in QuickBooks
 - Any other duties as may be assigned by the Head of Finance and Head.

Working Contact

External: Bank, suppliers, local authorities

Internal: Programme team, Area Management team, Roving staff, and Finance and admin staff

Person specification:

Essential

- Professional qualifications in Accounting (CPA or ACCA) and/or a degree in accounting
- At least five year's NGOs experience especially in complex budget setting, monitoring and financial accounting
- Proven experience to help facilitate a smooth audit process and work efficiently with external auditors
- Proven skills on managing changes, achieving results, ensuring quality, team building and capacity building.
- Strong computer skills, especially on accounting packages such as QuickBooks, etc.
- 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 regularly
- Experience of working in a busy International or National NGO environment preferred
- Basic knowledge of IT

Desirable:

- Prior work experience in a high-profile crisis or conflict setting

Application Procedure:

Qualified national persons with the required skills are invited to submit their applications accompanied by detailed professional resume and cover letter as a single document i.e. with the cover letter being on the first page and the CV starting on the second page or separately, detailing three work related referees and contacts to human resources department aadossd.hr.recruitment@gmail.com before 5:00 PM on December 2, 2022 with the subject line Admin & HR Assistant. Alternatively, you can submit hard copy of your applications in English, together with copies of updated CV, cover letter, academic documents, National ID card and three references with their contacts to Across Africa Organization office allocated opposite Ani pass Pharmacy on Gudele road, about 500 meters from the main road. It is near the administrative office for Upper Nile University.

