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20 SEP 2022  
2022  
MINISTRY OF LABOUR  
REPUBLIC OF SOUTH SUDAN

# JOB PROFILE

Job Title	<b>Deputy Head of Finance</b>
Reporting to	<b>Head of Finance</b>
Location	<b>Juba with some light travel to branches</b>
Grade/ Position Type	<b>Permanent</b>
Direct Reports	-

Kush Bank logo  
20 SEP 2022  
Juba, South Sudan

## Background

Kush Bank Plc, established in 2012, is a fully licensed commercial bank, capitalized per the Bank of South Sudan requirements. Since commencing operations, the Bank has become recognized as a trusted operator in the financial services sector and a stable partner to clients. We provide innovative and timely solutions to meet the unique requirements of organizations operating within South Sudan.

The Bank's mission is to offer a complete financial solution to partners through quality products and services, profitable financing solutions, innovative technology, and a knowledgeable, responsive team.

In the current bank strategy, the envisioned success, expansion, and growth require a functional team whose efforts are complemented by competitive remuneration, employee benefits, and a conducive work environment. Therefore, the Finance Department needs a Treasury Officer to assist the Head of Finance in ensuring effective liquidity management and safeguarding the Bank's financial wellbeing.

## Role Summary

Reporting to the Head of Finance, the job holder will handle various interrelated activities, including liquidity management, maintaining the defined funding profile of the Bank, and managing cash flow by overseeing the income and expenditures. Additionally, the incumbent will support and strengthen the integrity of finance systems, ensure smooth financial operations, and take responsibility for updating and generating timely, complete, accurate, and consistent financial information for the executive team and other levels within Kush Bank. Furthermore, the incumbent will ensure that Kush Bank's fiscal practices adhere to industry best practices to safeguard its financial position.

Therefore, the job holder must demonstrate efficient treasury management, integrity, and keenness to detail when managing incoming and outgoing payments, creating reports, and interrogating/ analyzing the Bank's treasury activities. In addition, the incumbent must have demonstrated experience and results in the critical performance areas through effective communication, report compilation, writing, and presentation.



## PP Roles & Responsibilities

### Key Responsibilities

Periodic Financial Reports

Liquidity planning and Management

Documentations and fillings of the usual operations and flow of correspondences

#### 1) Financial Controls, Systems, and Procedures

- Enforcing compliance with company policies, industry regulations, and tax regulations.
- Ensure that systems are put in place to assure document security for a complete audit trail from the accounts records to supporting documentation and vice versa.
- Ensure the effective and efficient use of all Kush Bank resources to keep costs on budget.
- Ensure Kush Bank's compliance with all related laws, regulations, and the set policies & procedures in treasury-related matters.
- Take an active role in reviewing and safeguarding the company's financial status and integrity
- Develop and update the finance diary that covers all the required daily, monthly, and quarterly activities and lead staff to ensure strict adherence to the diary.

#### 2) Financial reports records and transactions

- Responsible for timely, accurate, and efficient financial reporting (both electronic and manual field returns) to the budget holders and heads of departments/ managers
- Contributing to the development of financial budgets, strategies, and policies
- Verify and respond to all requests from other departments and business areas.
- Responsible for ensuring that reconciliation of balance sheet/control accounts are carried out every month and ensuring that year-end accounting procedure are met consistently and that any discrepancies rectified
- Reconciliation of Internal Accounts - This includes Correspondence accounts and suspense accounts
- Carry out sensibility and control checking before and after posting branch transactions. The job includes visiting branches to review financial records maintained and are in compliance with Central Bank policies and procedures

#### 3) Treasury & Liquidity Management

- Handle daily treasury functions, including data entry, reporting, reconciliations, settlements, and supporting documentation
- Prepare required documents and reports for regular renewals with funding banks.
- Prepare and maintain accurate treasury/ funding records for all treasury activities, including all cash transactions on the system.
- Ensure safe security of cash in the office and coordinate weekly and monthly cash counts and cash movement between the Bank and Bank of South Sudan
- Management of branch treasuries for compliance and overall liquidity management
- Negotiating terms of loans and overdrafts with lenders and creditors.

#### 4) Other duties

- Assess and identify gaps in the capacity of finance staff and propose training and capacity building as required
- Perform other duties as assigned and related to the scope of work and profession.
- Directly lead, manage and motivate staff in the finance department and ensure that they have clear work plans and that performance management is integrated into daily work activities.

### Key Result Areas & Performance Indicators

The incumbent shall be assessed on the following metrics:

- Timely resolution of customer applications and outstanding credit issues
- Accuracy of reports and business documents
- Adherence to standard operating procedures, Bank of South Sudan requirements.
- Accurate liquidity reports
- Updated foreign exchange rates





- Reports of liquidity mismatch
- Return on investments of the Bank's liquidity
- Revenue on foreign currency transactions

### Academic & Work Experience

- Bachelor's degree in Finance, Banking, Economics, Statistics, Business Administration, Accounting, or any other related field
- CPA certification will be an added advantage
- 3 - 4 years of work experience in a similar position
- Demonstrate knowledge of finance and treasury, banking services and products, accounting standards, and financial systems
- In-depth understanding of financial, accounting, and tax regulations, legislation, and best practices.
- Excellent knowledge of the investment market, the stock market, and the various capital-raising methods.

### Competencies, Skills & Abilities

The job holder will work with internal and external parties, including financial institutions, DFIs, and lenders. As such, the role calls for high-ranking skills and competencies.

#### Skills

- Strong communication, interpersonal, and presentation skills
- Proven customer service experience
- Collaboration and Negotiation skills
- Problem-solving, analytical, and organizational skills
- Time Management skills
- High proficiency in applying computer (MS-Office and financial management software) skills
- Excellent organizational skills

#### Competencies

- Ability to work on own initiative, meet tight deadlines, and balance priorities to achieve results
- Emotional Intelligence
- Proficiency in financial management software and other industry-specific tools
- Strong ethical behavior and the ability to work with sensitive financial information

#### Abilities

- Team Player and able to work under highly demanding conditions
- Proactive and takes initiative
- Results-oriented and drives change
- Remains calm under pressure
- Creative and Innovative
- Committed to continuous learning and development
- Working with tight deadlines
- Embraces cultural diversity
- Ability to work with financial data and analytics
- Experience of working in a busy banking/financial environment
- Knowledge of South Sudan and English languages

**Direct Reports to this Role:** None

**Internal Contacts:** Finance, Sales, Operations, Auditor, Executive Management Team

**External Contacts:** Suppliers, Contractors, Bank of South Sudan, various financial institutions, various DFIs, and lenders



This position is open to qualified South Sudanese candidates exclusively. If you have the above-required competencies, please send your CV, copies of Academic Documents, and an engaging letter by October 7th, 2022,

through [info@kushbankss.com](mailto:info@kushbankss.com) or hand-deliver your application to Kush bank KonyoKonyo Office, Opposite Juba City Council.

Due to the urgency of filling this position, applications will be reviewed as they come, and only shortlisted applications will be contacted.

