

**Job Description**

**Job title:** Finance and Operations Manager  
**Reports to:** Country Director  
**Duration:** 12 months (with the possibility of an extension)  
**Location:** Juba, South Sudan  
**Opening date:** August 6, 2026  
**Application deadline:** August 25, 2026, at 11:59 PM CAT

***\*This position is subject to the availability of funding***

**BBC Media Action**

We are the BBC's international charity. We believe in the power of media and communication for good. With our extensive network of partners, BBC Media Action reaches more than 100 million people a year – helping to save lives, protect livelihoods, support media and counter misinformation, challenge prejudice and build democracy.

**Job Purpose**

Reporting directly to the Country Director, the Finance and Operation Manager serves as the lead for financial management, accounting processes, financial controls, donor and statutory compliance, and overall operational oversight for BBC Media Action's work in South Sudan. As a senior member of the South Sudan team, s/he will manage the finance and operations unit, providing timely financial reporting and analysis to the Country Director and senior colleagues. The role ensures that all financial transactions adhere to the principles of value for money and align with both donor requirements and statutory obligations.

**Duties and Responsibilities****1. Leadership**

- Provide leadership to and monitor the work of BBC Media Action South Sudan finance team and optimise the organisation's financial performance.
- Training and developing finance and project staff in financial policies, procedures, and other finance issues.

**2. Financial Management and Analysis**

- Works closely with the Country Director and senior colleagues to ensure effective budget development, financial planning, and financial management.
- Monitors and provides timely financial information and analysis on expenditure against forecasts and targets; reports material variances and suggests proposed actions to the Country Director and budget holders.
- Prepares new budget in internal budget template for new business proposal and transfer the internal budget to donor template if necessary.



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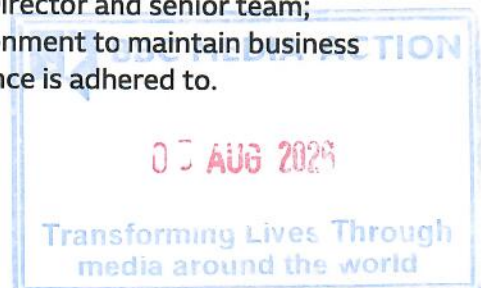
- Prepares financial donor reports in accordance with donor requirements.
- Ensures donors are invoiced in a timely manner and adequate cash-flow is maintained.
- Ensures the office submits its monthly financial returns in line with BBC MA month end timeline expected standards.
- Ensures that all projects are correctly forecasted within the corporate forecasting processes.
- Ensures that all funded projects are correctly closed.
- Compiles and submits financial and organisational activity report to relevant government ministries in line with local regulations.

### **3. Financial Control and Assurance**

- Maintains the financial integrity of BBC Media Action South Sudan's operations, and ensures full compliance with policies & procedures, particularly around cash, debtor's, liabilities, banking, and assets.
- Primary source of expertise for BBC Media Action South Sudan staff on financial best practice and control and compliance issues.
- Safeguards the assets of the BBC Media Action South Sudan's operations, including oversight of the fixed asset register.
- Oversees the management of all BBC Media Action cash and bank accounts ensuring that reconciliations are carried out monthly and that all necessary financial controls are in place.
- Ensures that there is consistency in the use of Dimensions (financial system) account codes across all projects and that the integrity of the financial information in the organisational accounting software for the office is maintained.
- Ensures that records of all finance related legal documentation are securely filed and maintained with electronic copies saved in a central location.
- Compiles up to date finance and procurement handbooks in line with Local and global policy.
- Ensures full compliance with in-country laws and regulations including local tax laws; submitting relevant statutory returns and advising on financial and legislative changes that may affect BBC Media Action's operations.
- Ensures that a record is kept of all legal contracts, MoUs and agreements in the office and that these are kept up to date and complied with.
- Ensures audits are arranged and carried out in line with statutory requirements and donor contracts.

### **4. Financial Risk Assessment**

- Keeps up to date the financial risk assessments of all projects in South Sudan's, ensuring that key financial risks are identified, clear recommendations are given on how to deal with areas of weaknesses identified and to ensure that the recommendations are implemented in collaboration with the Country Director and senior team;
- Develop and manage a strong internal control environment to maintain business integrity, minimise risk and ensure financial governance is adhered to.





**5. Operational Oversight and Human Resources**

- Oversee procurement processes in compliance with BBC Media Action and donor requirements, ensuring a fair and transparent selection of quality vendors and service providers, and fairness and transparency in the awarding of contract.
- Implements risk management strategies and maintain risk register and compliance registers.
- Supports onboarding, offboarding, and staff administration.
- Ensures payroll accuracy and compliance with labour laws.
- Fosters a productive work environment through training and mentoring.
- Maintain policies, procedures, and governance documentation.

**6. Business Relationships**

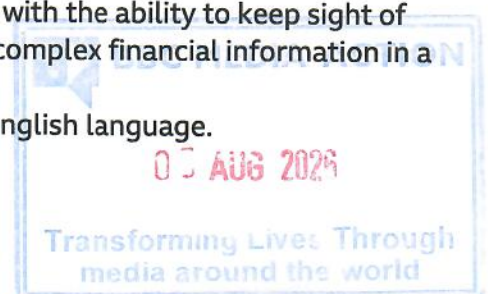
- Contribute fully to the business development strategy across all thematic working areas of BBC Media Action as appropriate and provide financial analysis and guidance on all activities, plans and targets.
- Provide professional support, financial advice and guidance to Country Director and Senior Management team.
- Establish a high level of credibility and manage strong working relationships with stakeholders and donors.

**7. Safeguarding**

- Understands and complies with the Safeguarding policy and the staff Code of Conduct.
- Participates in relevant mandatory training on Safeguarding and Respect at Work.

**Essential Skills and Experience**

- Qualified accountant and/or MBA/MA degree holder preferably an accounting major with extensive experience in the finance sector with at least 5 years at a senior management level.
- Experience of working with international donors and a working knowledge of donor compliance for major donors (e.g. FCDO, EU, USAID, UN);
- Excellent financial management and analysis skills, with experience of providing clear financial information and analysis to management.
- Experience and proven track record of developing and managing budgets and the commitment to achieving the most efficient and cost-effective use of resources.
- Experience of operating computer-based financial management systems. Advanced Microsoft Excel skills.
- Experience in procurement and logistics is required.
- Strong management and coaching skills.
- An eye for detail and a concern for accuracy, together with the ability to keep sight of the broad picture. The ability to present detailed and complex financial information in a clear, concise and readily understandable way.
- Excellent written and verbal communication skills in English language.





**Desirable Knowledge, Skills, and Experience**

- Experience of providing training to non-finance colleagues and support in supporting partner organizations on financial management.

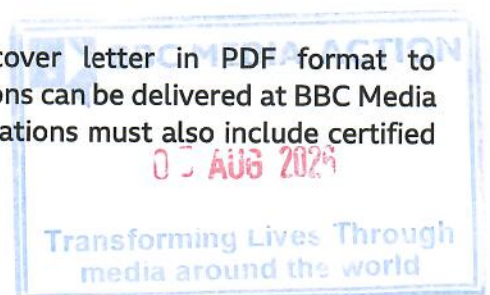
**Competencies**

The following competencies (behaviours and characteristics) have been identified as key to success in the job. Successful candidates are expected to demonstrate these competencies.

- **Analytical Thinking** – Able to simplify complex problems, processes or projects into component parts, explore and evaluate them systematically. Able to identify causal relationships, and construct frameworks, for problem-solving and/or development.
- **Creative Thinking** – Able to think creatively around problems and arrive at a clear and well-argued solution.
- **Problem Solving**: Able to simplify complex problems, processes or projects into component parts, explore and evaluate them systematically. Able to identify causal relationships, and construct frameworks, for decision making and problem-solving. Transforms proposals/ideas into practical reality.
- **Flexibility** - Adapts and works effectively with a variety of situations, individuals or groups. Can understand and appreciate different and opposing perspectives on an issue, to adapt an approach as the requirements of a situation change, and to change or easily accept changes in one's own organisation or job requirements.
- **Decision Making** – Is ready and able to take the initiative, originate action and be responsible for the consequences of the decision made.
- **Planning and Organising** – Is able to think ahead to establish an efficient and appropriate course of action for self and others. Prioritises and plans activities considering all the relevant issues and factors such as deadlines, staffing and resources requirements.
- **Resilience** – Can maintain personal effectiveness by managing own emotions in the face of pressure, setbacks or when dealing with provocative situations. Can demonstrate an approach to work that is characterised by commitment, motivation and energy.
- **Influencing and Persuading** – Ability to present sound and well-reasoned arguments to convince others. Can draw from a range of strategies to persuade people in a way that results in agreement or behaviour change.
- **Communication** – The ability to get one's message understood clearly by adopting a range of styles, tools and techniques appropriate to the audience and the nature of the information.
- **Managing relationships** – Able to build and maintain effective working relationships with a range of people.

**Application submission**

To apply, candidates should submit their CV and a cover letter in PDF format to [recruitment@bbcmediaaction.org](mailto:recruitment@bbcmediaaction.org). Alternatively, applications can be delivered at BBC Media offices at Goshen House, along Airport Road in Juba. Applications must also include certified



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copies of the applicant's national ID and academic certificates. Please ensure the job title is clearly indicated in the subject line of the email.

(A job description is a written statement of the essential characteristics of the job, with its principal accountabilities incorporating a note of the skills, knowledge and experience required for a satisfactory level of performance. This is not intended to be a complete, detailed account of all aspects of the duties involved.)

