



# Windle Trust International

Education transforms society



## Job Description JOB OPPORTUNITY

<b>JOB TITLE:</b>	<b>Finance Officer</b>
<b>LOCATION:</b>	Rumbek
<b>LINE MANAGER:</b>	Team Leader
<b>Partnerships</b>	Finance Manager, Logistics & Procurement Team and Finance Team in Juba
<b>APPLICATION DEADLINE</b>	<b>December 12, 2022, 5PM CAT</b>

## INTRODUCTION

WTI is an international NGO that challenges poverty and inequality by expanding access to, and improving the quality of education and training, for communities affected by conflict, displacement, neglect, or discrimination. WTI has over 40 years' experience investing in the education, professional and leadership development of conflict-affected communities in the Eastern and Horn of Africa. Our vision is A world where everyone has the opportunity, through education and training, to make the most of their potential and contribute to the public good. WTI challenges poverty and inequality by expanding access to, and improving the quality of, education and training for communities affected by conflict, displacement, neglect, or discrimination in Eastern and Horn of Africa. WTI has been operational in South Sudan since 2006 but supported hundreds of South Sudanese refugees through undergraduate and postgraduate scholarships. Besides its scholarship program, WTI is lead education partner in the humanitarian and development sector. WTI implements teacher training, intensive English courses and infrastructure improvements in schools and communities.

## ROLE PURPOSE

Under the direct supervision of the Finance Manager, the Finance Officer will support the Finance department in duties like records maintenance, verification of expenses, and internal control amongst others.

## DUTY AND RESPONSIBILITIES:

- Maintain records and respond to any requests for documentation to justify specific expenses, including keeping timesheets, fuel receipts, vehicle/bike logbooks and any other documentation.





- Follow up on accountability with field team and ensure they are timely submitted to Juba and fully supported with appropriate documents.
- Verify every procurement made to ensure that the right procurement process is followed, and the organization attains value for money for the goods/services bought
- Maintain, improve, and implement the internal controls, policies, and procedures to ensure efficient and smooth running of operations.
- Monitor and record all expenses in line with the approved budget to ensure that correct expenditure costs are charged.
- Verify that payments to external suppliers, cash grants and other supplier invoices are processed in a timely manner and fully supported by the relevant documents.
- Verify and follow-up on staff advances; field floats and other receivables and observe appropriate procurement procedures are followed according to the organization's rules and regulations.
- Do Fraud awareness, detect, investigate, and report any fraud related issues
- Prepare and manage the rolling monthly forecast of anticipated GESS 2 expenses and submit to GESS by the 20th of each month.
- Keep track of overall programme expenses as compared with the approved budget. Keep track of remaining balances of specific budget lines. Be aware of any instance where total expenses exceed individual budget lines by more than 10-percent and inform GESS when this is likely to happen to avoid being out of compliance.
- Develop a method of labeling all programme assets with unique asset registration numbers
- Maintain and Manager GESS 2 RA Assets and Asset Records (Asset Inventory and Asset Reports). The Asset Inventory must be regularly updated (twice a year) and must include the following details:
  - Description (including make and model);
  - Serial number;
  - Place and date of acquisition;
  - Original value (including VAT if paid);
  - Location of the Asset
  - Staff member to whom the asset is assigned
  - Condition: good, fair, poor or not working.



- Maintain an up to date list of assets and submit an asset list twice per year, once by September 30<sup>th</sup> and again by March 31<sup>st</sup>.
- Maintain all necessary GESS 2 records for the review by the external auditors, both hard and soft copy;
- Coordinate and support bi-annual expense and asset verification conducted by external auditors;
- Assist in the management and oversight of the implementation of GESS 2 Capitation Grants and Cash Transfers, including:
  - Providing support and on the job training to staff on financial management, accountability, Value for money and other finance-related areas (and as per arising needs);
  - Oversee payment of CGs and CTs in the areas lacking banking system;
  - Prevent, monitor, and report fraud and irregularities.
- As FCDO requires all programme documents to be saved for a period of seven years after the end of the programme, RA are required to store in good physical condition all paper-based documentation (surveys/files/questionnaires, etc.) and file by Year, Month and Output for audit and data verification purposes. All electronic documents must be saved in a secure format and preferably backed-up to an external drive saved in a secure location. Storage conditions must be adequate, weatherproof and secure and access provided to GESS 2 staff or DFID auditors upon request.
- Assist with supporting visits by GESS or MoGEI staff to areas of implementation by facilitating payments to transporters, accommodations or other services as requested.
- Assist with providing quotation for local services such as accommodations, transport or other goods and services as requested by GESS.
- Compile and prepare project value for money report on quarterly basis
- Record and update state Anchor leave and submit to HR for storage and update of general leave report.

### **Qualification, experience, and skills**

- Bachelor of Accounting & Finance from reputable institution.





- Knowledge of finance and accounting processes, systems, policies, and procedures is preferred.
- At least three years' experience from INGO.
- Strong understanding of Microsoft Office products (e.g., Word, PowerPoint, Excel, and Teams)
- Knowledge of QuickBooks is desirable.
- Strong interpersonal and written communication skills.
- Ability to build meaningful relationships with members of the team.
- Prioritize tasks and responsibilities.
- Be self-aware, identify and correct mistakes, and not afraid to ask questions
- Be active in seeking out ways to develop self and gain new knowledge personally and professionally.
- Intuitiveness and an ability to identify and solve complex problems.

**THIS POSITION IS FOR SOUTH SUDANESE NATIONALS ONLY.**

**Qualified women are strongly encouraged to apply.**

**Submit your applications in hard copy to Windle Trust International Office at CMS Compound, Hai Cinema P.O. Box 218 Juba, South Sudan or electronically to [Jobs@windle.org.uk](mailto:Jobs@windle.org.uk) copying [MalishJohn@windle.org.uk](mailto:MalishJohn@windle.org.uk) and [Felice@windle.org.uk](mailto:Felice@windle.org.uk)**

Windle Trust International has zero tolerance on all forms of abuse including sexual exploitation, sexual abuse, human trafficking, child abuse, child labour, discrimination, and fraud & corruption. All concerns and complaints regarding safeguarding will be rigorously identified, reported, and investigated. Any pending SEA allegation or abuse will lead to disqualification or termination of contract.

NB: Only shortlisted candidates will be contacted.

