



- Provide accounting support to project staff whilst ensuring compliance with internal controls, donor regulations and budget restrictions.
- Timely documentation review to ensure they are adequately supported before payment process is initiated. Gaps to be addressed before presenting the same for sign-off by both FAM and CD.
- Process and make payments for project and office expenses as provided in the approved budget and ensure that proper authorization is obtained for all disbursements and that proper and relevant financial documents are used.
- Record accounting transactions UNIT 4 including ensuring accurate coding of payment vouchers before making payment. This strictly follows FCA standard CoA and individual budget lines.
- Maintain and ensure existence of an efficient, proper, and transparent filing system of all financial documents and lead in backup and archiving of financial documents and records as prescribed in FCA FO Financial Guidelines.
- Observe and strictly apply FCA cost allocation policy of common/indirect costs making sure the methodology is documented and printed as part of supporting documentations.
- Maintain complete set of books of account according to the GAAP and

Financial Management

Key tasks and responsibilities:

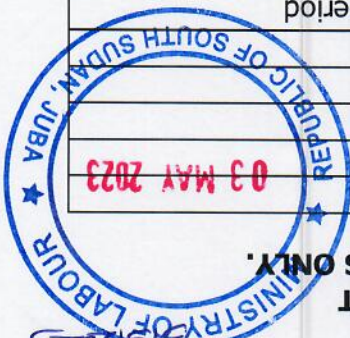
Primary purpose of the position: Oversee and **Manage daily program-wide accounting and finance functions** of the FCA South Sudan country office and field offices for effective delivery of FCA Program

Role Summary:

Finn Church Aid (FCA) is Finland's biggest development co-operation organisation and the second biggest organisation in Finland working in humanitarian aid. Finn Church Aid is a member of the ACT Alliance (ACT), an alliance of faith-based development and humanitarian aid organisations forming one of the world's largest aid organisations.

Job Title	Senior Finance Officer
Department	Operations
Duty Station	Juba with minimal field travel
Supervision and Reporting Line	Head of Finance and Administration
Contract start date	As soon as possible
Contract Duration	12 months with 3 months' probation period
Job advert closing date	22nd May 2023 by 4:00PM

**SENIOR FINANCE OFFICER JOB VACANCY ANNOUNCEMENT
POSITION IS OPEN TO SOUTH SUDANESE NATIONALS ONLY.**



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Approved
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- coordination with Senior Roving Finance and Administration Officer for regular and real-time update of the field office cashbooks.
- Undertake regular review and computation of travel claims, imprest accounts and verify relevance, authenticity and appropriateness of the supporting documents surrendered before submitting the same for verification and approval as per FCA authorization matrix or scheme of delegation.

Financial Reporting

- Conduct regular checks of accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformity with FCA reporting requirements and procedural standards and reporting any discrepancies to the relevant line manager and other section heads.
- Assist FAM or take lead in preparation of budget expenditure monitoring report updates for all ongoing projects, sharing this with section heads on monthly basis and on request by the country director or other budget holders.
- In cooperation with relevant program and support staff, ensure proper monitoring and documentation of monthly recurrent expenditures such as service contracts for rental and office security among others.
- Undertake timely closure of monthly accounts package, ensuring that they are verified by FAM and approved by the Country Director. The monthly account package will include bank and cash reconciliation statements, status of staff advances, field office reporting in the required format, etc and timely upload of the same in O-drive. This will follow monthly HO reporting checklist.
- Assist with facilitation of internal and external audit processes as required, making sure external auditors receive all the support and unfettered access to all FCA records.
- Actively contribute towards annual planning by developing budgets and providing cost estimates to inform better budgeting and planning.
- Performs any other duties as may be assigned from time to time to Ensure familiarity with and adhere to all FCA policies and procedures and keep informed of FCA activities.

Compliance and Grant Management:

- Participates in monthly grant meetings with programme team to highlight various compliance challenges and discuss remedies for immediate action.
- Maintain and ensure existence of an efficient, proper, and transparent filing system of all donor contracts among others and that they are easily accessible
- Timely review of monthly payroll and payment of the same ensuring all payroll related taxes is accurately computed and remitted to the government authorities on a monthly and timely basis. As direct Line Manager, you will ensure Finance Assistant follows up on all monthly tax remission on a timely manner
- Ensure strict adherence with donor terms and conditions particularly on donor





1	<p>Submit updated curriculum vitae (CV) and a motivation letter in English. Please also include the names and email addresses of at least three (3) references and copies of national ID card and academic certificates in a sealed envelope clearly marked:</p>
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APPLICATION FOR THE POST OF SENIOR FINANCE OFFICER

HOW TO APPLY

A one year fixed term contract, with a three-month probation period, will be offered to the successful candidate. The contract is subject to renewal based on satisfactory performance and availability of funding. The compensation will be based on FCA SSUCCO pay system.

- Commitment to FCA core values.
- Knowledge of local language especially Juba Arabic is essential
- Demonstrated years of experience reviewing field office financial report, and providing timely feedback to field finance staff for immediate action.
- Experience in processing payment and familiarity with a payment cycle process.
- Proficiency in office applications e.g. MS Word, Outlook and advanced MS Excel.
- Agresso is an asset.
- Working knowledge of computerized accounting systems. Knowledge of UNIT4/
- Previous experience in a similar role in the NGO sector.
- Full or partial professional qualification in accounting such as CPA, ACCA, ACA.
- A first degree in Bachelor of Commerce, accounting option.

Essential Qualifications/Experience / Skills Required:

Financial accounting, grant management and financial reporting.

Special tasks:

- Participate in grant start-up workshops for all new contracts to ensure familiarization with donor requirements and continuously communicating the same to staff.
- Prepare annual physical verification report of NEE to be submitted to the head office.
- Assist with bi-annual inventory count and reporting in conformity with FCA regulations.
- Obtain monthly timesheets and filing of the same as required by FCA internal routines and guidelines.
- Review records of vehicle and generator fuel usage, vehicle maintenance records and other office assets.
- Produce monthly budget verses actual reports and share with budget holders on monthly basis.

	HUMAN RESOURCE DEPARTMENT, FINN CHURCH AID, SOUTH SUDAN.
2	<p>Alternatively, you can also send your application i.e. CV, motivation letter, copy of national ID card and copies of your certificates by email to: Admin.Ssuko@kua.fi or drop hardcopy to Finn Church Aid Office on American Embassy Residence - Turkey Embassy UNESCO Road, Plot # 536, Block 3k-South, Juba Na Bari Opposite Nile Fortune Hotel with the subject line "APPLICATION FOR THE POST OF SENIOR FINANCE OFFICER".</p> <p>Please note that FCA will not be liable for any application emails not received within the stated deadline of 22nd May 2023.</p>

Important Note:

1. Please do not attach original documents to your application; FCA will not be liable to any lost documents. Application documents will not be returned to applicants in accordance with FCA policies.
2. Due to often-large number/volume of applications, FCA may not be able to give feedback to every applicant. As such, only shortlisted candidates will be contacted, and Women are encouraged to apply
3. Therefore, should you not hear from FCA within 30 days after the closing date for this advert, consider your application unsuccessful.

- Due to the urgency of the position, the applications will be reviewed on rolling basis and applications who fulfill the minimum requirements will be contacted for interviews.
- FCA is an equal opportunity employer with zero discrimination policy
- FCA practices zero tolerance against child abuse. FCA's Child Safeguarding Policy applies to all FCA staff. FCA has zero tolerance concerning aid diversion and illegal actions and may screen applicants against international lists to ensure due diligence and compliance with Anti-money Laundering and Combating the Financing of Terrorism requirements.

