



Catholic Radio Network

SCBC SS - Juba, South Sudan

At the service of life in South Sudan & the Nuba Mountains

VACANCY ANNOUNCEMENT: FINANCIAL OFFICER

ORGANISATION BACKGROUND

The Catholic Radio Network (CRN) is a media project constituted by community-based radio stations broadcasting in Frequency Modulation from Juba, Yei, Torit, Yambio, Rumbek, Tonj, Wau, Malakal and Gidel (Nuba Mountains).

All the stations share the same vision and mission, and are bound by common editorial and administrative policies.

All stations broadcast shared programs in English: news, civic education, and other educational programs. Due to the heterogeneous realities of South Sudan, each station is rooted in its locality and broadcasts locally produced culture-sensitive programs in the languages which are understood by the local people.

Across the network eighteen (18) different languages are used to reach out to the people.

For its outreach, CRN has a potential audience of over six million people in South Sudan and about 150.000 people in the Nuba Mountains.

Vision - *A reconciled society, built on human and spiritual values, rooted in justice and honesty.*

Mission - *To reach-out to the people of South Sudan with a means of communication and information that builds peace through reconciliation and healing of trauma. To contribute to the spiritual welfare of the people through good information and civic education, which foster integral human development and respect for human rights, paying a special attention to the vulnerable groups (women, children, youth, the illiterates...).*

Job Description

Title: Financial Officer

Location: Juba

Reporting to: CRN Director

Background: This position requires leadership qualities, being pro-active in problem solving and making sure policies and procedures are in place and practiced. The Financial Officer shall cultivate good relations with CRN radio stations and will be available to travel to the locations of CRN radio stations to support the local staff. The Financial Officer will abide by the CRN Administration and Finance Policies, CRN and SSSCBC policies and regulations, and the Catholic Social Teachings.

Role Overview:



1. Accurate and timely bookkeeping
2. Effective office administration/logistics
3. Accurate and timely operation of payroll
4. Smooth functioning membership administration
5. Timely financial budgeting and reporting

Major Responsibilities:

1. Follow up on renewals of CRN's documents: o Registration with relevant government institutions/departments; o Membership to local organizations; o Vehicle insurance; o Road and fire licenses, etc
2. Maintain up-to-date filing of all accounting documents in hard copy and electronically;
3. With support from CRN Director, advise other departments on their financial and budgetary needs;
4. Prepare regular financial reports/Training of Financial staffs at Station:
 - Expenditure against budget(s) for submission to donors and partners
 - Coordinating with member stations' finance staff/directors, to collect, analyse and consolidate financial report(s) for submission to partners; reports for internal reference
 - Train financial staff in the radio stations of the network, Work towards financial sustainability of CRN stations through fund raising
5. Assist the Director to ensure prompt cash transfers to the member stations, by adapting secure transfer methods in the light of local conditions and considerations;
6. Assist the Director to organize training sessions: coordinate with trainers, trainees and service providers for training arrangements; take care of procurement of training items; Supervise training logistics.
7. Take care of the office equipment: Act responsibly and with competency in handling equipment for field work; o Report possible damage and loss; o Keep work place neat and clean.
8. Administers the Network funds according to the annual budget approved by the BoG.
9. In close collaborations with the Director of the Network and the Station Managers prepares timely financial reports; monthly bank reconciliation, monthly and annual financial reports with analysis for the finance committee and the Board of Governors-CRN BoG.

Qualifications and Experience:

Educated to degree standard with relevant qualifications in Accounting or Finance. Five years' experience required working for an NGO or with the media.

How to apply:

This position is open to **SOUTH SUDANESE NATIONALS ONLY**. Interested qualified applicants should send their motivation letter and CV to crn.recruitment2022@gmail.com by Tuesday 24th May 2022.

