



COMMUNITY INITIATIVE DEVELOPMENT ASSOCIATION

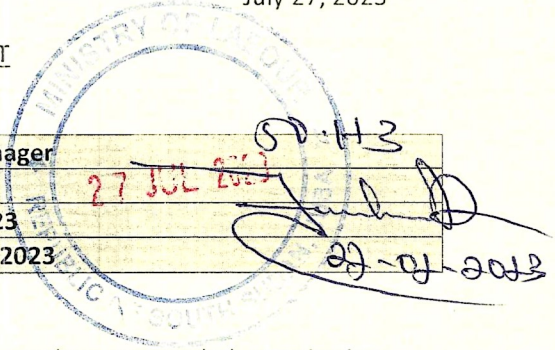
CIDA - SOUTH SUDAN

July 27, 2023

JOB VACCANCY ADVERTISEMENT

Job Summary

Job Title	Finance Manager
Location	Juba
Posting Date	27 th July, 2023
Closing Date	27 th August, 2023



Background:

Community Initiative Development Association (CIDA) is an independent women-led organization, dedicated to advancing the rights of marginalized communities, with a particular focus on gender equality and building resilience communities. Founded in 2016 by young and likeminded South Sudanese nationals who are highly experienced, with diverse professional fields of competencies and have local knowledge and context of fragile South Sudan. The organization provides a range of services and programs including fights against poverty, building resilience, reduction of inequality, social protection, human rights advocacy, Peace building, Promote equality education, food security and livelihood for communities affected by climate-related hazards, conflicts and natural disasters in Republic of South Sudan.

Vision: We envision inclusive society that is socially, peacefully and economically empowered. CIDA believes that the recognition of human rights contributes to the well-being of everyone in the society, with shared value.

Mission: We seeks to advance the rights of marginalized communities, build and sustains their capacity to participate strongly to advance gender equality, fight against poverty by building sustainable resilience, protecting human rights, and the environment while reducing social injustice.

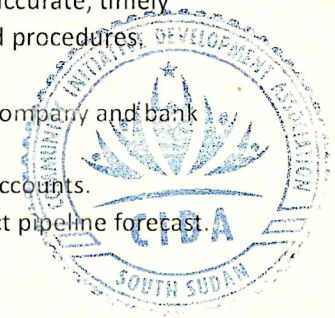
VALUE System CIDA's conduct is inspired by the maximum **integrity** and **honesty** in all circumstances and areas.

Job Descriptions

CIDA is searching for a finance manager to be responsible for then supervision and management of its accounting and financial management system , in Juba Head Office. Then finance manager will be responsible for all financial management, support functions, and compliance with the organization policies, system, procedures, and external requirements, such as local laws, doners and partners.

Some specific responsibilities include:

- Oversee and supervise the finance for CIDA in south Sudan, ensuring accurate, timely accounting and reporting and adherence to organizational policies and procedures.
- Be responsible for all project accounting and donor reporting.
- Maintain financial records including ledger, journals, petty cash, intercompany and bank details.
- Prepare financial reports including donor and monthly management accounts.
- Prepare in conjunction with the executive director, the monthly project pipeline forecast.
- Leads on cash flow management.
- Leads on the monitoring and mitigation of financial risk.
- Manage donor's audits and other inspections of the finance function.



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- Leads on the monitoring and mitigation of financial risk.
- Manage donor's audits and other inspections of the finance function.
- Support the country director on preparing the annual budget for the organization.
- Support the executive director, and relevant programme staff, in terms of financial and budget management.
- Manage the finance team in the organization and ensure field-office work to organizational policies and standards.

Education Qualification and Required Experience

- Candidates for this position must be qualified, (ACA/ACCA/CIMA/CPA) with demonstrable professional experiences in a finance managerial position, including experience in managing multiple donor grants.
- Candidate for this position must have a minimum qualification of Bachelor degree in Accounting and Finance, grant management and Business Administration with 5-7 years progressive experience in the similar position.
- Additionally, they will be able to evidence strong organizational and leadership skills to coach and provide guidance to staff.
- Candidates for these roles should possess excellent decision making, problem-solving and communication skills to communicate with international and external stakeholders.

APPLICATION PROCEDURES:

- Female candidates are particularly encouraged to apply.

Your application documents should include; CV, letter of motivation and certified copies of academic documents and national ID to Email: HRcidasouthsudan@gmail.com before the dateline on 24th August, 2023.

The recruitment and filling of this vacancy is subject to the approval of funds from the donor.

CIDA has zero tolerance on all forms of abuses 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.

CIDA does not charge any fee at every stage of recruitment.

NB: Only shortlisted candidates will be contacted.

