



JOB DESCRIPTION – FINANCE MANAGER

POSITION: Finance Manager, South Sudan
DEPARTMENT: Finance
REPORTS TO: Finance Director
LEVEL: Manager
LOCATION: Afex Rivercamp Hotel Near Konyo Konyo Market, Juba, South Sudan

ABOUT INKOMOKO

Inkomoko supports entrepreneurs - including refugees and displaced people - to grow their businesses in order to improve livelihoods and to create thriving communities.

Founded in 2012, Inkomoko has worked with nearly 60,000 entrepreneurs, and provides a combination of training, consulting, access to finance, and market-level systems change. Inkomoko has 350+ staff in 18 offices across Rwanda, Kenya, Ethiopia, and South Sudan with plans to reach 550,000 clients in the coming years.

Inkomoko opened as an INGO in South Sudan in July 2023 with headquarters office in Juba, and programming in Central Equatorial State and Upper Nile. In year one, we will serve 600 entrepreneurs. In order to achieve this, we are looking for highly-skilled colleagues to launch the company and expand the work in the coming years.

ABOUT THE OPPORTUNITY & RESPONSIBILITIES

Inkomoko is seeking its first finance manager in South Sudan, with expectations to report to the group-level Finance Director in Rwanda. This staff is responsible for management of financial compliance in alignment with IFRS standards and company guidelines in South Sudan. Inkomoko has strong internal control systems and is expected these will be fully implemented in our South Sudan financial operations.

FINANCE & REPORTING (50%)

- Oversee overall company finance operations, and liaise with group-level management for consolidation and consistency
- Prepare monthly financial statements (P&L, Balance sheet, cash flow, Budget performance report) together with the notes for reporting and consolidation
- Provide the support and information required for preparation of funder reports
- Perform financial management duties including review of financial data, reporting, and assessing the financial health of country-wide operations
- Review general ledger transactions on a monthly basis to ensure completeness, cut off, occurrence and accuracy of recorded transactions.
- Conduct a month-end closing process, and ensure all accounts are reconciled
- Supervise AR/AP staff to ensure client billing and payments are timely processed.



- Supervise AR/AP staff to ensure that suppliers provide all supporting documents and procurement policy complied with in all purchases.
- Prepare annual financial statements following the end of each financial year.
- Advise the procurement team to ensure both value for money and tax compliance in the various purchases.
- Review and process payroll payments on a monthly basis
- Ensure all in country clients and supplier contracts are properly managed

COMPLIANCE & REGULATION (20%)

- Ensure compliance with tax, banking, and other regulatory requirements
- Enforce company fiscal policies across all areas of operation
- Maintain all internal controls and elevate any deviations therewith to the CFO/COO.
- Regularly update the Financial Director and CFO of any new or change in laws and regulations affecting the company's operations.
- Ensure financial transactions are accounted for in accordance with company's policies and IFRS
- Be the lead in-country person for the annual statutory, tax and regulator audits

CASH & ASSET MANAGEMENT (10%)

- Prepare cost estimates for funds required by the company on a monthly basis.
- Participate in the budgeting process and ensure that the company budget is monitored throughout the year.
- Ensure assets are recorded with completeness, tagged, regularly updated with disposals and acquisition and depreciation is run regularly
- Work with the Loan/Treasury manager and Banking & Cash Associate to advise on investment, banking, and cash management

TEAM ADMINISTRATION & LEADERSHIP (20%)

- Supervise all in-country finance staff, including hiring/disciplining, setting annual goals, capacity building
- Ensure department efficiency, and propose group-wide areas for continual improvement
- Liaise with cross-functional teams (IT, investment, BGS, MEL, etc) to provide excellent customer service, increase effectiveness, and ensure they understand finance policies and processes and comply with them.
- Provide support to the Finance colleagues, Managing Director, or CEO/COO
- Benchmarking exercises to keep at par with the best practices within the fintech and industry standards.

CANDIDATE QUALIFICATIONS

Successful candidates will have both technical skills in finance, plus alignment with company vision and values. Successful candidates must navigate fast-paced environments with enthusiasm and incredible attention to details. Impeccable integrity and commitment to anti-fraud operations are critical.

Minimum qualifications include:

- University degree (BA or Masters) in accounting, finance, or related field
- Professional qualification (CPA or ACCA, CFA or CIFA) strongly preferred
- At least 5 years of work experience in accounting and finance or other relevant field
- At least 2 years in a team supervisory or managerial position.
- Fintech experience preferred



- Skilled in the use of Microsoft Word, Excel, and financial modeling/budgeting
- Skills in using accounting softwares, Odoo preferred
- Good understanding and application of GAAP and IFRS
- Excellent of Country's applicable tax, legal & regulatory framework
- Ability to assess risks and exercise reasonable judgment in making decisions.
- Analytical and financial reporting skills
- Ability to meet deadlines and work independently with the highest personal integrity
- English and Country's national language fluency required.

INKOMOKO VALUES

All staff at Inkomoko are connected to a shared set of organizational values:

- **Purpose:** be solutions-oriented and produce high-quality work in pursuit of our mission.
- **Achievement:** push yourself to reach beyond what you think is possible.
- **Improvement:** committed to continuous learning and growing through open feedback.
- **Bravery:** willing to take risks, speak up, create a safe space for others, be inclusive.
- **Turikumwe/Tuko Pamoja/ Abren Nen ("We are together"):** appreciate your colleagues, celebrate success, and support each other in hard times.

WHAT YOU'LL GET

This role is a tremendous opportunity to work in a high-growth, mission-driven organization. Our compensation includes both a great culture and a competitive market-based package, including:

- Incredible company culture, including deep investment in your learning and growth, and a commitment to inclusion and diversity
- Opportunity to work with a talented, passionate, and committed team of professionals across the region
- Ability to make a significant social impact and contribute to economic growth
- Competitive salary, and potential KPI-based bonus
- Favorable policies like health insurance, staff savings program, parental leave, sabbatical program, and more.

TO APPLY

To apply for this position please submit a cover letter, CV, and salary expectations via www.inkomoko.com/careers by 12 August 2023.

Applications will be reviewed on a rolling basis and the expected starting month of this position is September 2023.

Hand delivery of applications should be done to INKOMOKO office, located at Afex Hotel, Juba.

If you have any questions, please address them to the Director of People & Culture peopleteam@inkomoko.com

DEADLINE: Open until filled. Please apply as soon as possible.



Only qualified candidates will be contacted for additional information.

