

The Radio Community

Job Advert

Position: Finance Manager

Locations: Juba Based with Frequent Travel to the Stations

Reporting: Chief Executive Officer

Date of Issue: 14th December 2022

Applications Deadline: 2nd January 2023



The Radio Community (TRC) is established as a nonprofit, non-governmental organization. The organization was registered in 2015 per South Sudan laws. TRC operates as a 100% South Sudanese media NGO and runs a network of six community-based FM radio stations across the country, two (off air) with a commitment to public service broadcasting, each with a mission to run sustainable radio stations that inform, educate, and entertain. The organization's vision is a country where people can make informed decisions about their lives. TRC values are accuracy, fairness, and independence.

Job Overview/Summary:

The Radio Community is looking for a competent person to fill the position of Finance Manager. The role of the Finance manager is to provide centralized administrative and operational business support to the organization, as well as oversight and support service to member stations in finance/accounting, human resources, and operation. The finance manager reports to the Chief Executive Officer (CEO) and is a senior management team member. He/she will be working closely with Chief Executive Officer on the organization's business plan and operations, monitor budgets, and advise programmatic and station managers on the expenses. We are looking for someone with knowledge and relevant skills in finance, budgeting, financial planning, budget variance analysis, and experience/ability to organize a substantial workload comprised of complex, diverse tasks, and responsibilities.

Roles and Responsibilities

Reporting to the Chief Executive Officer, the Finance Manager performs as head of the department, overseeing finance/accounting, HR, procurement, logistics, operation, and fleet.

- Analyzes complex financial data, extracts, and defines relevant information, and interprets data to determine past financial performance and project a financial probability.
- Oversees the development of the organization's annual operating budgets, research grants, contract revenue, and gift accounts. Analyzes budgets pattern and project expenditures.
- Strives to provide the highest level of internal cash management, system control, and customer service to the stations and the organization.
- Oversees the preparation of working papers and approved budgets; ensures that the expenditures for the budgets, grants, and contracts are monitored and that reports are prepared to maintain balanced accounts.
- Develops management, narrative, and statistical reports for private and government donors
- Develops complex financial reports for forecasting, trending, and results in analysis.
- Uses appropriate cost rates, such as indirect and benefits rates for proposed budgets, and reviews budget justification to ensure it relates to budgeted dollars.

- Ensures the consistent application of TRC procurement policies and procedures and compliance with external donor requirements and current legislation and statutory requirements.
- Maintaining audit-ready files and ensuring all necessary documentation is kept at the hub and station levels, according to TRC policies and procedures, in electronic and hardcopy file systems.
- Ensures the business support team's practical application of the organization's vision, mission, and values, stewardship of resources, adherence to the highest ethical standards, and all TRC policies and procedures.
- Provides cover support to operations and sales functions, tracking payment of paid programs

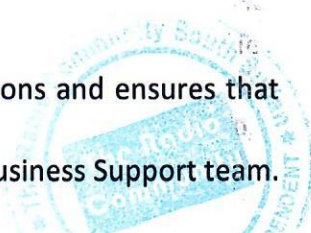
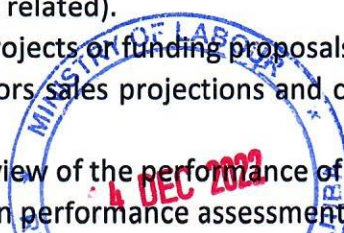
SPECIFIC DUTIES AND RESPONSIBILITIES

Finance and budgeting

- Implements and oversees implementation of all finance, accounting and budgeting activities, including daily, weekly, monthly, quarterly, and annual core accounting duties (payroll, bookkeeping, reporting, banking, vendor payments, sales are invoicing/revenue, etc.
- Work on and monitor projects, grant implementation, and management for the full cycle.
- Develops and maintains financial accounting systems for cash management, accounts payable, accounts receivable, credit control, and petty cash.
- Undertake preparation of accurate annual, quarterly, and monthly financial and accrual reports to donors and other users in accordance with generally accepted accounting principles (GAAP).
- Monitors bank and other account balances. Manages cash flows and prepares forecasts in accordance with TRC policies and procedures, regularly reporting to the Chief Executive Officer on the status and recommended actions.
- Ensure internal control measures are strictly adhered to and in compliance with TRC policies, procedures, donors' rules and regulations, and local laws.
- With support from management, plays a lead role in coordinating the audits (desk/internal and external), ensuring audit-ready files are maintained across the organization.
- Experience donors' relations and reporting, preferably USAID, UN, and other international organizations
- With support from management, review and monitor budgets – annual operating budget as well as project, campaign, or grant-specific.
- Manage and mitigate risk by monitoring national and regional issues impacting staff and programming. Ensure all staff understand and adhere to TRC staff safety and security policies and plans.

Across business support functions: HR, operations, promote positive relations with partners, clients, and vendors/suppliers.

- Oversees the operations and human resources functions. Including working with TRC on contracts, hiring, leave, allowances, and disciplinary matters.
- Ensures and verifies that the acquisition of assets and inventory management are in line with funder regulations and TRC policies and procedures. Ensures that assets are properly recorded, amortized, and disposed of appropriately.
- In coordination with management, responsible for obtaining and keeping current (initial application, renewal, etc.) of all required NGO and station level licenses and certifications (radio and operational, frequency and broadcast related).
- Participates in the development of new projects or funding proposals.
- The Sales and Marketing Manager monitors sales projections and collections and ensures that TRC income is booked correctly.
- Supervises, trains, and ensures regular review of the performance of the Business Support team.
- Recommends development plans based on performance assessment.



QUALIFICATIONS

- As a mission-driven organization, The Radio Community is looking for candidates who:
 - Share our vision, mission, and values, and demonstrate that commitment through action – both on and off air
 - Place listeners at the center of everything we do.
 - Bring a problem-solving, solutions-oriented attitude.
 - Demonstrate a willingness to learn and grow - to learn from mistakes and each other (whether a manager, subordinate, peer, colleague, or advisor).
 - Take pride, ownership, accountability, and responsibility in your core work and the collective work of our organization.
- Master's degree in Business Administration (Finance and Accounting option)
- Professional qualifications CPA, ACCA, and CIMA are required.
- A minimum of 6 to 10 years of progressively responsible and directly relevant experience is required.
- High levels of expertise in working with computers, especially MS Excel and MS Word, and practical working knowledge of QuickBooks required.
- Resourceful and creative in developing the business support function, building capacity, and ensuring the most effective support to line management and to/across other teams, providing a high level of internal control and customer service to the member stations.
- Experience in human resource and procurement management will be added advantage.
- Demonstrate ability to work in high-pressure environments and organize a substantial workload comprised of complex, diverse tasks and responsibilities.
- Ability to motivate teams to produce quality results.
- Ability to travel within and spend time at member stations in South Sudan outside of Juba.
- Willingness to work on a flexible schedule to meet goals and deadlines.
- Professional written and verbal communication.
- Excellent interpersonal and organizational skills.
- Advanced proficiency in written and spoken English. Knowledge of and proficiency in at least two local languages spoken in Eastern Equatoria, Northern Bahr el Ghazal, Lakes Jonglei, Unity, and Upper Nile preferred (Arabic and local languages a plus).
- This position is open only for South Sudanese nationals. Female candidates are strongly encouraged to apply.

The above-noted job description is not intended to describe, in detail, the various tasks that may be assigned but rather to give a general sense of the responsibilities and expectations of the position. As the nature of business demands change, so too may the job's essential functions.

How to Apply:

- Interested candidates who meet the specific position requirements should submit a cover letter, current CV, and a copy of their Nationality ID card (as one file). In your cover letter:
 - Indicate the position you are applying for, why you are interested in working for The Radio Community, and how your experience and qualifications have prepared you for the role.
 - Remember to include a telephone number and email so we can contact you.
- Please email your application to hr@theradiocommunity.org (preferred) or submit it in hard copy to the TRC office at Afex river camp hotel, drop your application at the security check-in and write your name and telephone on the applicant's registry.
- Deadline: 5:00 PM, 2nd January 2023.
- Due to the urgency of the recruitment, applications will be reviewed on a rolling basis. Only



The Radio Community

Job Advert

Job Title: Head of Sales & Marketing
Location: Juba, South Sudan
Classification: Full-Time Contract
Salary Structure: Salary & Commission Based
Department: Commercial – Sales & Marketing
Supervisor: Business Development Advisor/ Chief Executive Officer
Reports To: Chief Executive Officer
Start Date: February 1st, 2023
Probation Period: Up until 30th April 2023 - 3 Months with extension.



The Radio Community (TRC) has been established as a nonprofit, non-governmental organization and registered in 2015 in accordance with South Sudan laws. The Radio Community TRC has been established as a 100% South Sudanese media NGO and runs a network of six community-based FM radio stations across the country, two (**off air**) with a commitment to public service broadcasting, each with a mission to run sustainable radio stations that inform, educate, and entertain. The organization's vision is a country where people can make informed decisions about their lives. The Radio Community values are **Accuracy, Fairness, and Independence**.

General Function

The Radio Community is looking for a competent person to fill the position for the Head of Sales & Marketing. The role will ensure that the organization Sales and Marketing targets are continuously met as part of the organization sustainability strategy. She/he will be fully equipped and engage themselves to specifically lead the sales and marketing function internally. She/He will also collaborate and work closely with other departments to ensure that the sales and commercial processes are fully meet and fulfilled on behalf of the radio stations and all clients. The head of Sales & Marketing is key in driving all sales growth for the organization. She/he will lead in supporting and building up the organizations' revenue base, while maintaining the community and public sector mandate in providing accurate, reliable, and credible independent news and information across the country.

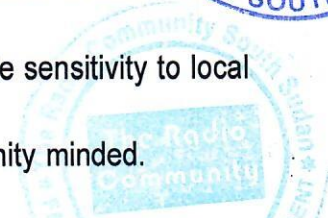
Duties and Responsibilities

- Accountable for delivering and exceeding budgeted revenue goals for a group of radio stations across South Sudan.
- Internally, in charge of building, supervising, and supporting a strong, local sales and marketing team.
- Interact with other departments as required, to ensure the accurate and timely placement of advertising spots and client campaigns.
- Attend and engage in all formal training for to better understand the sales and marketing management function, and to become an effective and dynamic team member.

- Together with the Business Development Advisor set and agree immediate and long-term sales objectives to maximize revenue growth.
- Evaluate Sales and Marketing team members performance on a weekly, monthly, and quarterly basis and takes corrective measures, to improve individual effectiveness and overall team output.
- Follow and adhere to current organizational business plans in implementing sales and commercial plans for sustainable growth.
- Ensure that governmental, regulatory, and local rules and laws are followed.
- Keep clients happy, and well served, and generates daily new business leads that quickly convert into sales.
- Lead internally in managing client accounts, client communications, billings, and collections.
- Prepare sales budgets, weekly revenue projections and variance analysis.
- Assist and engage in setting of advertising rates to reach or exceed revenue goals.
- Manage accounts and client communications over distance under extreme conditions.
- Prepare and submit creative promotional and event proposals, contracts, broadcast orders, remote orders, and other communications essential to the effective operation of the sales and marketing function.
- Direct revenue-generating promotions and work with programming personnel to execute these promotions and events successfully.
- Stay in the lead of all broadcast trends in the radio industry as well as technological developments.
- Serve as visible senior management and maintain a high level of public relations at both the community and client network level.
- Implement and analyze ratings research and make presentations to senior management and team members accordingly to brief them.
- Assist in directing the creation, proofing and assembly of sales and marketing materials.
- Represent The Radio Community to listeners, partners and clients at promotional events and business meetings.

Essential Skills and Experience

- Knowledgeable and experienced in radio sales and marketing, with a proven capacity for thinking out of the box.
- Preferably, either a master's or bachelor's degree in Social Sciences, or Business, or any other relevant degree, combined with a Diploma or short courses in Advertising, Sales & Marketing.
- 5 to 10 years of broadcasting sales management experience, or an equivalent in senior client service advertising agency experience, or other.
- Possess acute attention-to-detail.
- High proficiency in written and spoken English.
- Supremely capable of developing radio advertising business and clientele in East Africa and more specifically South Sudan.
- Demonstrates a high level of professionalism and maintains an astute sensitivity to local culture and customary business practices.
- Creative. Spirited. Self-motivator. Diplomat. People person. Community minded.



- Strong interpersonal skills and motivational abilities; a dynamic leader with a capacity for multi-tasking and intelligent decision-making.
- Supremely capable of attracting and retaining exceptional sales and marketing teams by motivating them to succeed on all levels.
- High energy and willingness to work long hours and weekends as required.
- Works with minimal direction.
- Well informed about current events and trends, She/He can spot a great opportunity and act fast to capitalize on the moment and involve advertisers.
- Sales, ratings, and revenue focused. Constantly balancing promotions and sales activities with what's positive image-wise, for The Radio Community's immediate and long-term needs.
- Inspire team members and lead the pace for high achievement of local, regional, and national sales goals.
- Effective working under ambiguity and often stressful conditions.
- Excellent presentation and public speaking skills.
- Creativity that engages and attracts advertisers to drive revenue growth.
- Customer-focused, organized and detail-oriented with the abilities to work under deadlines well and handle last-minute assignments.
- Adept at business and accounting math and skilled with G-Suite and Microsoft Office.
- Ability to create and write sales and marketing analytical management reports.
- A high level of emotional intelligence and senior management soft skills to achieve all the tasks required of this position.

This position is open only for South Sudanese nationals. **Female candidates are strongly encouraged to apply.**

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 - Deadline: 5:00 PM, 6th January 2023.

Due to the urgency of the recruitment, applications will be reviewed on a rolling basis. Only shortlisted candidates will be contacted. **Applications are not returnable. Please do not submit your original certificates**

