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Approved
Labour Hqes
15/9/21



Employer:	Community Engagement Network – South Sudan
Position:	Finance Manager
Reports to:	Network Managing Director
Duty station:	Juba with travel to the field offices within South Sudan.
Travel:	25 % (within South Sudan)
Application Date:	September 15 – October 2, 2021

GENERAL DETAILS

Background:

CEN is a participatory South Sudanese initiative that promotes social cohesion and transformation in diverse communities through locally driven innovative multimedia programs. CEN aims at:

- i. Dissemination of South Sudanese culture through traditional and contemporary media programming and content
- ii. To support the development of media and its actors as a catalyst for free cultural expression, empowerment, and social inclusion.
- iii. To support the documentation and archiving of South Sudanese culture through multimedia arts
- iv. To promote intercultural dialogue and inter-community relations between diverse South Sudanese communities.
- v. Sudanese communities.
- vi. Increase community participation and involvement in determining information priorities
- vii. Bridging communication gaps between communities and relevant stakeholders

CEN's vision is a socially transformed and cohesive society. The network's overall objective is to harness South Sudanese culture through media and arts as a tool for community engagement through strategic partnerships with networks of media and arts actors to engage 1 million people in six locations across the three greater regions of South Sudan by 2024.

The post of Finance Manager oversees the operations of finance and administration in all field stations in South Sudan, as well as being the point of contact for Finance functions in Juba- The position will be based in Juba with frequent travel to all field. The Finance Manager reports directly to the Network Managing Director and will work closely with the Program manager, field station managers, Operations teams, procurement, HR and partners on projects planning, coordination, mentorship, and implementation.

Main responsibilities

- Led the budgeting process for all grants CEN develops.
- Provide sound financial guidance to CEN management to guide decision making on all issues pertaining to the efficient use of financial resources to promote accountability.
- Monitor the day-to-day financial operations within the Juba and field offices, such as salary disbursements, field reports review, and be the link between the field offices and Juba office.
- Manages all field finance and accounting activities including daily, bi-weekly, monthly reports in accordance with CEN Policies. (Payroll administration, bookkeeping, reporting, banking, and field vendor payments etc.).
- Responsible for capacity building of all field Operations staff and programme staff in cash projection, expenses control, documentation, field operation and support in field Human resources management.





- Supports in monitoring bank and cash balances. Manages field cash flows and prepares forecasts in accordance with Internews policies and procedures, reporting regularly to the Finance and HR Director on status and recommended actions.
- Supports in month end procedures, Vendor payment processes.
- Responsible for monitoring field station spending, cash reports review for accuracy and completeness.
- Maintains audit-ready files and ensures that all necessary documentation is kept in electronic and hardcopy filing systems.
- Supports in implementation and/or oversees payroll functions to ensure that staff are paid in a timely and accurate manner.
- Update and follow up on financial standard requirements for field's offices (develop checklists for control visits, standardized budget template, etc.).
- Supports in preparation of monthly reconciliations of bank accounts and all Juba organizational-level month-end checklist tasks. (Petty cash, Bank, general ledger)
- Supports in subgrants financial review, mentorship of subgrantees on finance and operations.
- With guidance from HR team, provides support on human resources functions, including field recruitment, leave management, insurance, and general administration.

Skills and Experience:

- Degree in accounting, business, economics, finance, or a related field with at least 5 years of experience, 3 of which should be with an International NGO in emergency/humanitarian contexts. Master's degree in accounting / Finance will be an added advantage
- CPA professional qualification desired.
- Keenness to accuracy, completeness, allowability of expenses, allocability and cost effectiveness.
- Sound knowledge of Accrual Accounting concept.
- Superior mathematical skills, more so usage of excel to solve mathematical problems.
- Solid communication skills, both written and verbal.
- Proven leadership skills and experience, employee management and understanding data privacy standards.
- Organizational skills; planning skills; problem-solving skills; computer skills; multi-tasking abilities; integrity and honesty.
- Ability to effectively manage a variety of internal and external relationships, including relationships with partners.
- Fluent in English: writing and speaking. Arabic language is an added advantage.
- Proficiency in Quick books, ERP system, preferably Agresso is an added advantage

How to Apply:

1. Email your application to info@cen-ss.org: or submit a hardcopy to CEN Office:
 - a. **CEN office is in Concord House, Hai Malakal, off Konyokonyo Road, opposite Karen Hotel.**
2. Include an attachment of your Resume and CV with **three professional Referees**
3. Remember to include a telephone number and email so we can contact you.
4. Indicate on the envelop and or Email subject the position you are applying for **"Finance Manager"**

Note:

That, only shortlisted candidates can be contacted for interview.

That, the **closing** date for receiving applications for this position is **October 2, 2021, at 5:00 PM.**

That, applications received later than this date will not be considered.

That, **the position is for South Sudanese ONLY**

