



Wilson Dainie

*Wilson Dainie
Director of Labour*

Catholic Medical Mission Board

Advertisement

Director Of Finance and Administration

Location: Yambio, South Sudan (with 50% travel to field locations)

Start Date: As soon as possible

Duration: One Year (Renewable)

Date of announcement: 31st May, 2022

Closing Date: 17th June, 2022



Background

Catholic Medical Mission Board (CMMB) is an international faith-based organization focused on strengthening health service delivery for vulnerable communities globally. Founded in 1912, CMMB is dedicated to delivering locally sustained quality health service solutions to women, children, and their communities worldwide. Our vision is a world in which every human life is valued, and health and human dignity are shared by all. For more information on CMMB's programs and achievements visit our page on www.cmmb.org

Position Overview

CMMB South Sudan seeks a Director of Finance and Administration responsible for oversight of the finance, procurement, Administration and IT strategic and daily operations. The Director of Finance and Administration reports to the Country Director and coordinates with the respective Department heads and counterparts in CMMB's Head Quarters ensuring compliance with donor and/or CMMB policies, minimized risks and adequate support to the Country Office Program activities. He/she is expected to provide exceptional leadership in the review, update, and adherence to related policies, procedures and guidelines, resulting in a transparent and accountable operations across field offices, executed to the highest standard and in compliance with donor policies. Under the leadership of the Country Director, the incumbent is also expected to play a leading role in promoting the Country Office brand and work culture, strengthen mutual partnerships and support fundraising activities of the Country Office in line with the strategic vision. The incumbent will be expected to have excellent communication skills for effective working relationships with both CMMB colleagues as well as external 'clients', partners and stakeholders.

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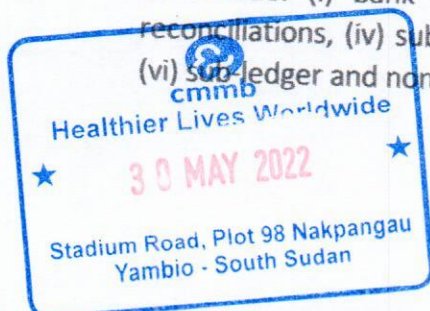
Responsibilities

Leadership Responsibilities:

- Lead the Management and oversight of the organization's Finance and Admin Department (finance, procurement, Admin & logistics, and IT units in the department), ensuring compliance with related policies, procedures and guidelines; developing functional digital and manual accountable systems; and managing organizational and project assets for the achievement of the Organization's strategic objectives.
- Manage day to day administration of the operational team (Finance, Procurement, Admin, security and IT), monitor and evaluate support services for quality and effectiveness, as well as addressing emerging problems and raising reputational issues directly with the Country Director in a timely manner.
- Ensure the existence of, and adherence to a comprehensive organizational accountability framework in which all financial, digital, and operational responsibilities are well defined, and authorities are appropriately delegated.
- Proactive Member of the Senior Management Team (SMT) providing operational oversight to the Country Office governance and functional performance management.
- In Coordination with the Country Director and the SMT, lead the development of the Country Office Strategic plan, and develop tools for effective and efficient organizational governance.

Finance, Compliance and Reporting:

- Management of expenditure, accounting and disbursements systems, ensuring compliance with relevant policies, including authorization, documentation and recording.
- Establishment and operationalization of adequate internal control functions ensuring compliance with respective donor policies and regular updates to the Country Director on the Country Office (CO) Financial Status, operating risks and recommended mitigation plans.
- In consultation with the Country Director, oversee the CO annual budget preparation and support fundraising efforts ensuring accuracy, thoroughness and alignment of budgets submitted to donors with the CO strategic direction.
- Review and update the CO Financial policies, procedures and guidelines, and its operationalization for an accountable, transparent and compliant financial system across departments. , ensuring appropriate budgeting, support project start-ups, healthy burn rates, accurate forecasts, compliant project close-out and a lesson learnt session for Country Office performance improvement.
- Ensure the accuracy, completeness and timeliness of the reporting and submissions of the monthly accounts in line with the Chart of Accounts through the Abila (MIP) accounting system, to include: (i) bank reconciliation reports, (ii) intra-company reconciliations, (iii) payroll reconciliations, (iv) sub-office reports, (v) employee and grants receivables management; and (vi) sub-ledger and non-sub ledger accounts reconciliations.

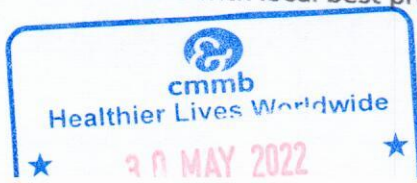




- Maintain appropriate relationship with donor counterparts and oversee accurate, complete and timely submission of all financial reports; timely requests for fund transfers and manage bank balances to ensure adequate operational cash flow at all times.
- Perform project variance analysis and provide updated projections in support of management decision-making and/or donor requirements.
- Follow-up comprehensively and on a monthly basis on all outstanding grants and employee receivables, ensuring minimal disallowance of reported grant expenses and employee bad debts.
- Serve as the primary focal point for negotiating procured services with all banks and major financial vendors.
- Ensure integrity of all bank accounts submitting monthly review of balance sheet, income statement, grants and contracts receivable/payable accounts, and monthly budget-to-actual expense reports to the Country Director.
- Comply with CMMB and donor indirect cost recovery policies and ensure that all shared program costs are properly calculated, allocated, and recorded.
- Monitor grant spend rates; collaborate with project managers during the critical close out months of a grant to ensure budgets are fully and effectively utilized, and that donor and CMMB close out policies are fully and timely adhered to.
- Provide training and technical assistance to program staff to support the preparation of the proposal budgets, annual project, and budget modifications (if needed).
- Review and advise on all CO agreements, audit reports, leases, and other contracts to be signed by the Country Director.
- Prepare the TOR for project audit per donor requirements, coordinate audits, and implement recommendations.

Operations (Administration, IT, Procurement & Logistics)

- Ensure the cost-effective and timely procurement and receipt/disbursement of services and materials through the application of CMMB and donor procurement policies and procedures relating to: (i) adequacy of competitive bidding; (ii) technical competence; (iii) timeliness of delivery; and (iv) value for money, adhering to U.S. government anti-terrorism policies for all US government grants.
- Ensure adequate support to respective departments regarding procurement for their understanding and/or recommendation to enhance policies, procedures, and development.
- Communicate and implement at CO level new/revised policies procedures and programs as needed and provide comprehensive guidance on and ensure full implementation of CMMB's Procurement Policies and Procedures related to donors' compliance requirements.
- Direct the implementation of asset management software for office and program equipment and supplies, including maintenance scheduling, consumption trends analysis, adequacy of inventory levels.
- Ensure the security and maintenance of all CMMB premises (office and housing compounds) in line with local best practices and approved lease agreements



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- Ensure that all IT and communications (digital) services are delivered efficiently and protected in line with CMMB HQ's IT and cyber security standards and policies.
- Ensure that all IT hardware, software and communications (digital) equipment, including generators and related equipment, are procured and used in a cost-effective manner, fully safeguarded, and routinely and comprehensively maintained in line with best practices.
- Strengthen communication systems in the organization and establishes regular maintenance plans and procedures for office power systems, internet services, digital systems for operation support and related service monitoring.
- Manage the CO fleet, ensuring adherence to government regulations and CMMB policies, safety of passengers at all times, regular servicing and maintenance and monitoring usage for cost effectiveness and compliance with insurance policies.
- Ensure adequate and comprehensive insurance coverage of CO assets as appropriate/agreed.
- Ensure all CO buildings and assets are well managed, ensuring their security, safety, and functionality as relevant.
- Ensure the safety and well-being of all staff throughout the CO, regular updating, and implementing safety and security plans and policies, monitoring the security situation and liaising with related security partners, forums and existing resources.
- Ensure that all other office operations are effectively and efficiently administered, and that the safety and well-being of CMMB staff, premises and assets are always prioritized.
- Supervise the management of office facility and staff housing ensuring an appropriate standard of health, safety, and a secure environment is always maintained.
- Ensure CO Assets and Utilities are well managed, ensuring their security, safety, and functionality as relevant, in all departments, offices, stores and guest houses, submitting regular reports as agreed.

Supervision responsibilities

- Directly supervise the Finance Manager, Procurement Manager, Admin Manager and Security focal person as well as the IT Senior Officer position, creating a high-performance operational team through clear roles and responsibilities, a structured support, clear communication, trust, and capacity building.
- Supervision of Finance Department, Administration and Logistics department, Procurement Department and IT Unit and provide them regularly coaching and capacity building.
- Provide proper supervision and management for all direct reports and lead the establishment and functioning of a strong, effective, and coordinated team.
- Ensure the proper implementation of CMMB's performance management system for direct reports, including job description, regular feedback, mid-term reviews and annual performance appraisals.
- Proactively address performance issues through regular, constructive, and honest feedback and coaching.
- Identify necessary staff development, career development and succession planning strategies for direct reports.



- Ensure that space and resources are available to allow staff to develop and innovate.
- Undertakes other tasks as deemed necessary in line with the goal of providing management support to the CO as assigned by the Country Director.
- Be proactive in ensuring that CMMB's core values, Vision, Mission, Code of conduct and principles of gender equity and diversity (GED) are upheld throughout area of responsibility and provide leadership to others

Qualifications and Experience

- Bachelor's degree in Finance, Accounting or Business Administration. Master's degree and/or Chartered Accountant preferred.
- 10 plus years' experience in Finance & Administration with at least five of these being in a senior finance and administration management position, including supervision of multiple teams, in the international NGO sector.
- Demonstrable experience in general administration, procurement, logistics, and IT management
- Strong knowledge of grants management activities and experience in proposal development with a range of international donors (USAID, CDC, UN, HPF, large private foundations etc.).
- Successful representational experience with external stakeholders, including: local and international donors, national regional and local government, and community-based leadership structures.
- Demonstrated experience with budget preparation and analysis, report preparation and presentation, and translating financial data into usable information for management decisions.
- Demonstrated experience reviewing an organization's financial management and accounting systems, practices and standards to assure compliance with relevant internal and external accounting standards and other regulations.
- Demonstrated experience reviewing policies for program support functions (procurement, administration, logistics, IT) and working with CO and HQ leadership to ensure required performance and regulatory compliance benchmarks are met.
- Demonstrated experience commissioning, coordinating, and responding to audits.

Skills and Abilities

- Strong analytical and problem resolution skills, attention to detail, and the ability to prioritize and work effectively under time pressure in a fluid environment with limited financial facilities and an evolving regulatory context.
- Strategic thinker with ability to develop competitive advantages for CMMB programs and operations.
- Demonstrated record that reflects high ethical standards and fiscal stewardship, good business judgement and financial acumen.
- Strong leadership and people skills with experience in team building, coaching, and negotiation.
- Able to earn the trust of others and foster collaborative relationships.





- Models' teamwork behavior to foster a high impact team, using judgement, persuasion, coaching and support.
- Willing to travel to program areas within South Sudan for at least 25% of working time.
- Subscribes to CMMB's vision and mission and is committed to promoting its values through daily behaviors and actions.

How to apply

Please submit your CV and covering letter by email, titled 'Finance and Admin Director Application' to the following email address: CMMBSouthSudanjobs@cmmmb.org by latest the 17th of June, 2022 at 17:00 hrs South Sudan time. We encourage qualifying female candidates to apply.

Please note that incomplete and late applications will not be considered, and due to the volume of applications received, only short listed candidates will be contacted. Thank you.

