

*Dully Approved***Job title:** Snr Grants and Compliance Officer**Location:** Juba, South Sudan**Reports to:** Finance and Grants Manager**Technical Support:** Central Finance Team**Duration:** 5 months (with the possibility of an extension)

BBC Media Action

BBC Media Action believes in the power of media and communication to help reduce poverty and support people in understanding their rights. Our aim is to inform, connect and empower people around the world. We are passionate about people getting the information they need and in turn being able to communicate – to good effect – with those in power.

To achieve this, Media Action partners with civil society, local media and governments to:

- Produce creative programmes in multi-media formats, based on robust research, which inform and engage audiences around key development issues.
- Strengthen the media sector through building professional capacity and infrastructure.

BBC Media Action delivers a portfolio of media and communication for development projects in South Sudan. We seek to expand this portfolio of work, ensuring that existing projects are delivered on time, to budget, to the highest standards, and in accordance with BBC editorial values as well as Media Action best practices.

Purpose

Manages payments, maintains accurate financial records and produces timely reports. The role's objectives include leading budgeting and forecasting, ensuring compliance with financial controls, mitigating fraud risks, and assisting with procurement, asset management, and coordinating payments. This role is key to maintaining the program's financial integrity and supporting effective resource management. This role is a direct alternate to the Finance & Grants Manager.

Main duties and responsibilities:

- Ensure that all project expenses are duly supported according to the donor and BBC Media Action policies and procedures.
- Provide technical support to the country program on grant management, covering all stages of project management and actively contribute to partners' financial management capacity strengthening
- Ensure that the project teams are conversant with all donor guidelines including GIZ, NMFA, USAID, FCDO, EU and others as appropriate



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- Ensure all costs are charged to the correct projects' budget lines.
- Conduct monthly and annual reconciliation of the financial accounts.
- Generate periodic project finance reports.
- Facilitate budget review meetings, including reforecasting with the projects', staff and raise any potential concerns that might lead to a budget revision.
- Arrange for projects' audits including the required supporting documentation.
- Responsible for month end and year end closure processes.
- Prepare new project budgets in accordance with donor and BBC Media Action guidelines.
- Maintain the shared support costs matrix.
- Set up new projects in the system and share the budget lines with the projects' teams.
- Arrange projects' kick off/closure meetings and follow up on compliance points.
- Support reducing the risks of fraud, corruption, and bribery by increasing awareness and training to adhere to donor and BBC Media Action procedures.
- Understand and comply with the Safeguarding Policy and the Staff Code of Conduct.
- Participate in relevant mandatory training on safeguarding and respect at work.
- Report any safeguarding concerns immediately, to your line manager, or using the Whistleblowing Policy.

Knowledge, Skills, Training & Experience

The successful candidate should be able to demonstrate the following:

- University degree in Accounting, Finance, Economics, Business Administration, or a qualification in accounting (CPA/ACCA or equivalent) required.
- Experience leading a country's finance department and functions, People and Culture role will be an added advantage.
- Proficient in MS Office packages (Excel, Word, PowerPoint) and Accounting Softwares
- Proven experience in presenting, facilitating, coaching, and capacity building on financial management topics to staff and partners.
- Experience managing grants from NMFA, GIZ, USAID, FCDO, EU and UNICEF; and understanding of compliance and reporting requirements.
- Experience generating internal and donor finance reports and reforecasting.
- Experience in managing a complex organization's budget, tracking and interpretation of financial health of the organization.
- 3-5 years relevant work experience in an INGO environment is required, experience in the banking sector is an added advantage.

Competencies

- **Analytical Thinking** – Able to simplify complex problems for problem-solving and/or development.
- **Decision Making** – Is a proven team worker who can contribute to collective decision-making.
- **Planning and Organisation** –Prioritises and plans activities taking into account all the relevant issues and factors such as deadlines, staffing, and other resource requirements.



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- **Resilience** – Can maintain personal effectiveness by managing own emotions in the face of pressure, setbacks, or when dealing with provocative situations.
- **Communication** – The ability to get one's message understood clearly by adopting a range of styles, tools and techniques appropriate to the audience and the nature of the information.
- **Managing relationships** – Able to build and maintain effective working relationships with a range of people.
- **Self-Development** – Is able to identify and apply opportunities for learning and development.

SAFEGUARDING

The role involves working with groups of vulnerable children and adults. BBC Media Action is committed to providing a safe and trusted environment for every person connected to the work we do; and to preventing any type of unwanted behaviour including sexual harassment and exploitation, abuse, and financial misconduct (a zero-tolerance policy). Any candidate offered a job with BBC Media Action is expected to share and demonstrate our values and adhere to BBC Media Action' Safeguarding policy and sign BBC Media Action' Code of Conduct. A police or any previous work place background check may form part of the recruitment process.

Send your CV and Application to Email: Recruitment@ss.bbcmediaaction.org with email reference: **Senior Grants and Compliance Officer** by 17th September 2025. Hard copy can be dropped at our office at GOSHEN House reception. Women are encouraged to apply. Shortlisting will be done on rolling basis due to urgency to fill position.

