

Date: 27<sup>th</sup> June 2024



**RE: JOB ADVERTISEMENT -FINANCE COORDINATOR (1)**

**Position:** Finance Coordinator

**Base Location:** Juba office with frequent visit to field locations.

**Reporting To:** Finance Manager

**Line Management Responsibilities:** Direct supervisor to Finance Officers, & indirect supervisor to Finance assistants

**Introduction**

Islamic Relief is an independent humanitarian and development non-governmental organization. Founded in 1984 in the UK (Charity Registration number 328158) with headquarters based in Birmingham. The organization has a presence in more than 44 countries globally. Inspired by Islamic values, IRW supports the World's most vulnerable people in the fight against poverty and injustices. The organization considers humanitarian principles at the heart of all it does, providing services to the needy regardless of their race, religion, ethnicity, and Gender and promoting sustainable and environment-friendly outcomes. IRW is also determined to empower marginalized people with a strong voice that argues powerfully for the change they need to transform their lives.

IRW was established in South Sudan in 2004, registered under the Ministry of Humanitarian Affairs and RRC with (051 registration number). The organization has more than 14 years of experience responding to different kinds of disasters including drought, flooding, and conflict in several states of South Sudan. IRW- South Sudan currently seeks to recruit a dynamic and self-motivated individual for the position of Finance Coordinator to support Islamic Relief South Sudan finance activities in republic of South Sudan.

**Role Dimensions:** Currently Islamic Relief Worldwide is working in four states including Central Equatoria, Eastern Equatoria, Western Bahr El Ghazal, and Warrap states in South Sudan. Our thematic coverage includes protection, livelihoods, health, nutrition, WASH, and humanitarian emergencies. We maintain diversified sources of funding.

This is a challenging role in a complex environment. It requires a dedicated, experienced and highly motivated individual who can manage difficulties and still be fundamental in helping to drive forward our programmes and our ambitions.

**Job purpose:**

The purpose of the job is to provide an efficient and effective professional financial service to the organization and ensure accountability and efficient use of resources, compliance with Islamic Relief Worldwide, donor and statutory obligations for sound financial management are met and maintained and achievement of the financial and operational objectives of the South Sudan programme. Under the supervision of the Finance Manager, the country Finance Coordinator will ensure that all financial functions in the Islamic Relief Worldwide South Sudan Country Programme including accounting,



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RRC Reg No.051



payments and banking, payroll, month end, and controls and compliance are adhered effectively and timely manner. The Finance Coordinator ensures compliance with donor regulations as well as Islamic Relief Worldwide internal policies and procedures and provides support to the programme teams as required.

The Finance Coordinator is the second senior Finance person within the country finance team. The Finance coordinator will work with Finance manager to ensure smooth running of the organisation activities, linking between finance department and other functions within the country office and field offices, and partners.

In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.



### **Roles and responsibilities:**

#### **KEY AREAS OF ACCOUNTABILITY:**

##### **Financial Management and control**

- Verify and monitor the project expenses reports, declarations and reconciliations of Islamic Relief Worldwide South Sudan and implementing partners (if applicable) on accuracy, efficiency and eligibility and other Islamic Relief Worldwide and donor guidelines; decide on cost allocation to the correct budget; request corrections where needed.
- Provide monthly BvAs, Monitor spending per budget line and performance at overall project level, revise where necessary and possible the (financial) planning. Report on overruns, deviations and such, and make proposals to the programme leader for the financing expenses within the approved project budget.
- Ensure that all financial supporting documentation is complete and sufficient to justify the purpose of the expenditures according to Islamic Relief Worldwide South Sudan and partner guidelines.
- Ensure that support cost charged to projects have a clear allocation methodology that is justiciable and auditable in consultation with finance manager.
- He/she will be the main focal point of project donor audits.
- Review contracts to be signed with partner organizations and vendors and ensure compliance with Islamic Relief Worldwide South Sudan financial and procurement requirements as well as correspondence with relevant budget line. Ensure all necessary annexes, including templates for financial reporting, are included.
- Review payments and project staff cash float settlements and ascertain that budget line allocation reflect the donor line items coding restrictions.
- Review all expenditure reports of Islamic Relief Worldwide South Sudan implementing partners. Maintains and controls expenses (Actuals) versus budget and cash reconciliation reports for partner organizations.
- Establish & maintain a system of internal controls which comply with Islamic Relief Worldwide South Sudan and donor financial guidelines.





- Ensure that all financial documentation and supporting documents is compiled timely and accurately and in line with accounting standards and donor regulations.
- Prepare cash forecast and update project cash flow on monthly and ensure sufficient cash flow to meet current and immediate future project obligations for both the partners and Country office.
- Ensure that the country financial management systems & records are adequate to identify and protect the assets & interest of the organization.
- Maintain and update systems for efficient & effective management of assets.
- Manage timely & accurate preparation of data for monthly management accounts for Program accountant, budget-holders, and Country Management to ensure that they can monitor the budget utilization and take appropriate action on any significant variances.
- Lead the preparation and approval of all donors' financial reports against accounting, legal and contractual requirements, and ensure their review by the finance manager.
- Oversee and manage daily accounting and finance functions including timely recording of transactions, cash management, banking, payroll, receivables, payables.
- Review of country office payments and transfers, ensure compliance with IRW Financial policies and procedures.
- Review unsettled transactions in IRW Microsoft Dynamics monthly and advise Finance Manager on the best way to manage the outstanding transactions.
- Monitor regularly the cash floats and ensure adequate cash is available to support the programme requirements.
- Update and complete month end closure and reconciliation with the support of the Finance Manager
- Maintain banking relations and plan/monitor country cash flow requirements to ensure they are cleared, and balances

#### Partnership support

- Support in partner assessments, kick off meetings and monitoring visits
- Review partner budgets and financial reports
- Conduct regular reviews of financial support documents reflect the reported amounts in financial and narrative reports
- Develop and ensure adherence to compliance check list for partners in accordance with Islamic Relief Worldwide and donor requirements.





## BEHAVIOURS (Values in Practice)

### Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Islamic Relief Worldwide values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

### Ambition:

- Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- Widely shares their personal vision for Islamic Relief Worldwide, engages and motivates others
- Future orientated, thinks strategically and on a global scale.

### Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to.

### Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks.

### Integrity:

- Honest, encourages openness and transparency; demonstrates highest levels of integrity

## QUALIFICATIONS

- Bachelor's degree in accounting, finance or related field from recognized university or college.
- Qualified/part qualified professional accountant (internationally recognised qualification, practical experience equivalent will be considered) with substantial post qualification accounting experience.
- Professional accountancy certification (ACCA) with proven experience in financial management in international humanitarian or development organizations, and NGO environment.







## EXPERIENCE AND SKILLS

### Essential

- Experience of and well-developed skills in staff management, supervision and capacity building
- Proven track record of supporting a management team
- 5 yrs. work experience in finance and/or grants, in particular with budgeting and reporting
- Strong analytical skills and ability to transform complex spread sheets into meaningful narrative reports
- Experience with data analysis and preparing and addressing variances between actual and budgeted expenditure
- Proficient in MS Office applications, especially Excel
- Experience with online financial management software – experience working with Microsoft Dynamics is a strong asset
- Strong attention to detail, with experience reviewing transaction lists
- Excellent interpersonal, communication and presentation skills.
- Fluent in written and spoken English.
- An energetic, flexible and proactive approach with the ability to work independently and cooperatively within a team setting
- In depth knowledge of donor regulations, especially of donors such as GAC, SIDA, FCDO, BHA, EU, ECHO, UN and other donors
- Ability to manage a complex and varied workload; to work effectively under pressure; and to organize and priorities work to ensure deadlines are met
- Willingness to travel, as role will require regular visits to Islamic Relief Worldwide South Sudan field Offices
- Commitment to Islamic Relief Worldwide value

### How to apply:

Interested candidates should submit their applications letter briefly describing a motivation for the position and highlight relevant experience, updated Curriculum Vitae (CV), National ID and copies of certified certificates to official email address: [IRSS.recruitment@islamic-relief.com.ss](mailto:IRSS.recruitment@islamic-relief.com.ss)

**Not later than the deadline of Thursday 17<sup>th</sup> July 2024 at 4pm local time.**

- Only shortlisted candidates will be contacted.
- Due to the urgency of these roles, Islamic Relief reserves the right to shortlist applications prior to the closing date.

*Female candidates are strongly encouraged to join our work culture that empowers every employee to share ideas and take responsibility. At IRW, we think outside the box. We encourage ideas and give responsibility to all employees at all levels, to help solve the complex issues that we face. You will have many opportunities to be heard and take the initiative*

