



50-H-3  
Approved by  
W/O S HRD  
30 SEP 2013  
MINISTRY OF LABOUR, PUBLIC SERVICE  
HUMAN RESOURCE DEVELOPMENT

## PLAN INTERNATIONAL SOUTH SUDAN JOB ADVERT

Plan is an International Child Centered Community Development organization – without religious, political or governmental affiliation – that works with children and their communities in 50 of the world's poorest countries to make lasting improvements in their lives. Plan's work worldwide benefits around six million children in Africa, Asia and Latin America. Program implementation takes place in 50 Country Offices and 4 Regional Offices, working with more than 90,000 mostly rural communities.

As an International child-centered community development organization, Plan International South Sudan is committed to the wellbeing of children and to supporting the Convention of the Rights of the Child and it does not tolerate child abuse. The institution therefore expects that all of its employees and others who work with it have children's best interests at the heart. Plan International is committed to protecting children from all forms of abuse and violation of their rights.

Plan International South Sudan supports development interventions in the domains of education, livelihood, building relations, child protection, governance and social protection.

**Plan International South Sudan is seeking to recruit dynamic and suitably qualified and experienced South Sudanese for the following vacant position:**

**POSITION 1; No. of Vacancies (1)**

---

<b>Job Title</b>	: Area Finance Manager
<b>Department</b>	: Programs
<b>Reports to</b>	: Program Implementation Area Manager
<b>Location</b>	: Finance in Pibor Field Office.

---

### I. Job Summary

Reports directly to PIAM, dotted line to the Finance Manager.

Directly line manage Finance staff in Pibor and Boma Field Offices.

Works in collaboration with the CFM, PIAM, Project Managers, Heads of Department, CO Grants Accountants and implement partners.

Responsible for monthly reporting and quarterly grants/ project financial reporting, ensure adherence to internal controls, processes and procedures of donors.

Manage donor budgets in consultation with the CFM, CO Senior Accountant and CO Senior Grants Accountant

---

"Plan International Strives for a just World that advances children's rights and equality for girls in line with Plan's safeguarding Children and Young People Policy Commitment"



## II. Key End Results and typical Responsibilities:

- ❖ Review of Payment/Journal vouchers for completeness and ensure they are in line with Plan procedures/controls and aligned with donor requires.
- ❖ Managing cash transactions at Field Office and make disbursements as appropriate, in line with Plan's procedures and donor requirements.
- ❖ Ensure timely update of accounting transactions in Accounting system / SAP and maintain accurate expenditure grant transaction list in SAP.
- ❖ Perform month-end and year-end routines for the Field Offices in the State.
- ❖ Responsible with monitoring of project budgets and support Program team with monthly updates of project line item budget vs actual variance reports.
- ❖ Ensure all intercompany related expenses are properly authorized at Field Office and recharged timely to relevant Off (COs/IH/NOs).
- ❖ Responsible with following up grant income for locally raised grants
- ❖ Responsible with effecting cost recoveries monthly in grants projects in line with Plan's cost recovery guidelines.
- ❖ Responsible with real-time payments/journal vouchers posting in SAP to facilitate accurate and smooth donor reporting month end.
- ❖ Attending meetings and workshops as required on matters pertaining to efficient financial management of the grants portfolio in the Field Office.
- ❖ Conduct bi-annual physical asset verifications, in conjunction with Local Admin Team.

### **Donor financial reporting**

- ❖ Responsible for preparing donor financial reports of projects implemented in the State and timely submit to Country Office and National Offices, meeting donor deadlines.
- ❖ Responsible for preparing monthly variance reports such as project budget versus actual financial reports for projects.
- ❖ Responsible with timely liquidation of Field program expenses for accurate donor financial reports and support donor financial reporting processes liaising with CO Grants / Project Accountants.
- ❖ Review staff advances liquidation reports prepared by Field Staff and ensure timely liquidation, data capture in SAP and timely follow up of any overdue advances.
- ❖ Responsible with Field Office filling and record keeping of accounting records, which include expenditure vouchers, financial reports and donor related communications and agreements (copy FAD, approved budget and project visit reports)

### **Cash and Budgetary control**

- ❖ Prepare bi-monthly and quarterly cash forecast for the Field Offices and ensure adequate funding.
- ❖ Preparing budget proposals for projects implemented in the State.
- ❖ Prepare daily cashbook tracking and monthly cash reconciliation for the Field Office and ensure all queries are resolved timeously (within 7 days)
- ❖ Conduct petty cash counts and spot checks at least once per week
- ❖ Responsible with project budget review, expenditure verification and ensure that all payments effected have adequate funded budget and are properly approved by Plan Managers with delegated authority in the Field Office
- ❖ Participate in the annual planning and budgeting process by completing tasks which may be assigned by the CFM

---

“Plan International Strives for a just World that advances children’s rights and equality for girls in line with Plan’s safeguarding Children and Young People Policy Commitment”



## Internal Financial Controls & Compliance

- ❖ Promotes and abides by Plan International policies and procedures including but not limited to: Gender equality mainstreaming, Safeguarding Children and Young Peoples Policy (SCYPP); Code of Conduct and the related mandat reporting responsibilities.
- ❖ Continuous monitoring of internal control processes and procedures. Ensure adherence to financial controls, processes and donor procedures.
- ❖ Ensure that all transactions are in line with the country tax laws - complete and submit tax returns to the requisite authorities in liaison with CO before due dates.
- ❖ Identify and timely reporting of risks through the Plan risk management process and implement controls
- ❖ Responsible with responding to grants audit requests timeously and retrieving support documentation.
- ❖ Assure that all transactions are captured real time in SAP and monthly accruals are duly registered in SAP before proj end date.

## Partnership Management

- ❖ Training of communities in financial and record maintenance and facilitate Community & Partner training in financial management as and when required.
- ❖ Verification of cash disbursed to communities
- ❖ Community project support visits at least once a month to verify on site and ensure project implementation is in line wi donor requirements and share project visit reports with Project Managers and line Managers.
- ❖ Participate in partner financial management capacity assessments
- ❖ Prepare monthly partner advance tracking register for review and follow up outstanding liquidations from partners.
- ❖ Provide training to staff on corporate finance systems, Plan Policies and donor procedures.

## Dealing with Problems:

*Complexity of problems handled & the degree of investigation, analysis, & creative thinking required to solve them*

The position involves a high degree of complexity in resolving a wide range of challenges which typically occur in Field program operations, donor financial reporting, donor budget management and corporate finance systems which include:

- ❖ Staff capacity building skills to ensure that staff understand the existing Donor requirements, Plan procedures, control and processes for compliance and efficiency
- ❖ Ability to analyse data and draw conclusions thereof – mainly for donor budget management and reporting
- ❖ Regular review of control processes to minimize financial risk to the organisation
- ❖ Audit planning and audit action implementation skills to help improve financial controls around donor funds management
- ❖ Ability to work independently with minimal supervision
- ❖ Working in partnership with different organization culture and ensure project results are achieved timely without compromising with quality
- ❖ Managing financial aspects of grants with strict reporting deadlines
- ❖ Working effectively in multiple communities and environments
- ❖ Operating in remote areas and with vulnerable communities
- ❖ Appreciation of child rights and gender equality
- ❖ Flexible to handle any other job related responsibilities as assigned by the PAIM or CFM

---

“Plan International Strives for a just World that advances children’s rights and equality for girls in line with Plan’s safeguarding Children and Young People Policy Commitment”



## Communications and Working Relationships:

*Working contacts inside and outside the organization; include the purpose and level (high, medium, low) of the contact*

### Internal:

- ❖ Country Finance Manager
- ❖ Country Senior Accountant
- ❖ CO Finance Team
- ❖ Project Managers
- ❖ PIAM & CO Department Heads & Heads of Field Offices
- ❖ Compliance and Risks Management Unit
- ❖ Emergency Response team
- ❖ Global Assurance Team and External Auditors
- ❖ Programmes Team
- ❖ Technical Experts
- ❖ Other Plan staff

### External:

- ❖ National Offices and donors for grants financial reporting and compliance
- ❖ Partners for advance management
- ❖ Service providers for tax management
- ❖ Other partners

## Knowledge, Skills, Behaviors, and Experience Required to Achieve Role's Objectives:

*Gained through education, training, & experience*

### Knowledge

- ❖ A University degree in Accounting or a professional qualification such as CIS, CPA, ACCA or equivalent.
- ❖ Masters in Accounting, Finance or related field is an added advantage
- ❖ At least 5 years' experience in a similar role in an INGO environment, with proven grants financial management experience.
- ❖ Excellent knowledge of grants management in complex environments
- ❖ Experience in staff capacity building – both Plan staff and partners
- ❖ Good speaking, writing and understanding of English Language.
- ❖ Knowledge of development issues, trends, challenges and opportunities and implications to community development
- ❖ Strong knowledge in the use of SAP or other ERP Accounting Corporate software
- ❖ Advance level skills in computer usage-MS office and E-mail systems

### Skills

Strong interpersonal skills, and ability to work effectively with people of different nationality, cultural background, and educational levels

Ability to communicate in a team with people from different nationalities, cultural and ethnic backgrounds, ability to work in a team environment and achieve common goals.

Documentation reviewing skills for effectiveness and time saving

Excellent Personal Computer skills in Microsoft Applications

Ability to lead teams - with both common and diverse objectives

Excellent grants management skills and analytical skills

---

“Plan International Strives for a just World that advances children’s rights and equality for girls in line with Plan’s safeguarding Children and Young People Policy Commitment”



Communication skills, appropriate to the audience and able to solve problems

## **Behaviours**

Ready and able to explain the processes, controls, and procedures of Plan whenever the need arises

Innovative, field oriented, good team member.

Ability to work under pressure and with minimum supervision

Team leader as well as a team player

Creates strong sense of purpose within team and to stakeholders

Holds self and others to account to deliver on agreed goals and standards of behaviour

Focused and results oriented

Aware of the impact of his behaviour on others

Promotes innovation and learning

Ability to communicate clearly and effectively

Gains, develops and retains credibility about his/her performance

**All applications marked on the right hand corner of the envelop "Application for the Position of Area Finance Manager and you address to:**

**The HR & OD Business Partner**

**Plan International South Sudan**

**Hai Cinema**

**Or you can submit via this e-mail address [hr.ss@plan-international.org](mailto:hr.ss@plan-international.org)**

**The closing date for receipt of applications is before close of business on 25<sup>th</sup> October 2019. Interested persons can collect *Plan Application Form* from the *Security Post* at the above address or from the field office in the location you are applying from.**

***Plan is an equal opportunity employer within the meaning of the relevant UN convention. Women are encouraged to apply.***

---

"Plan International Strives for a just World that advances children's rights and equality for girls in line with Plan's safeguarding Children and Young People Policy Commitment"

