



Job Advert

50-H-3
Approved by

MOL



Position Title: Finance Manager
Location: Juba, South Sudan
Number of post: 01
Length of Contract: 12 months with possibility of extension depending on funding availability
Application Start: 1/06/2023
Application End: 20/06/2023

Organization Background

Help Education South Sudan (HESS) is a non-profit humanitarian, developmental organization established to address the most urgent literacy needs of the people of South Sudan. It is implementing a range of interventions in the areas of education. It is registered by the relevant authorities in the country including the Relief and Rehabilitation Commission (Reg. #696) with a legal mandate to serve the people of South Sudan. We have had programming in greater Bhar El Ghazal (Awerial, Yirol East, Rumbek Gogrial) Greater Equatoria (Juba, Terekeka, Mundri) and Greater Upper Nile (Bor).

Main Purpose of Job

The Finance Manger will be responsible for managing the financial operations of the Organization and ensuring that proper procedures and documentation are maintained in compliance with Donors regulations and organization's financial policies and procedures, Works in collaboration with all project team, management, and Local Government authority and other partners, Oversee the spending and accountability for project funds, Responsible for project reports, ensure adherence to financial control, process and procedure and timelines, Overall management and control of the management reporting, budgeting and forecasting process in HESS

DUTIES AND RESPONSIBILITIES:

Cash and Budget Management to Allow for Timely Response

- Provide financial support to the project staff.
- Track project expenditures keep detailed accounting records and prepare financial reports.
- Coordinate financial activities with other project partners.

- Assist staff in training on financial procedures.
- Monitor cash flow and ensure sufficient funds are available to support project areas.
- Work with Project Staff to prepare accurate and detailed financial reports in a timely manner.
- Prepare weekly and monthly project cash forecasts in a realistic manner
- Review cash disbursement vouchers
- Review purchase requisitions and orders.
- Review payment packages for budget availability and correct coding.
- Monitor budget versus actual expenditure.
- Ensure timely processing and disbursement of payments to legitimate suppliers/vendors/contractors.
- Prepare work plan and budget in coordination with project officers and make sure that all expenditures are according to work plan and budget

Accurately Financial Reports to Ensure Compliance to Accounting Standards and Best Practice

- Manage general ledger accounting system
- Reconcile Accounting software reports with project reports
- Monitor the advances register
- Ensure accountability in the preparation, review, consolidation and submission of correct and complete Project Financial reports on time
- Coordinate and ensure availability of all documents during Project audit

Ensure Internal Financial Controls Compliant to Established Policies and Procedures

- Ensure adherence to financial controls, processes and procedures.
- Follow up finance-related audit actions
- Participate in quarterly physical asset and inventory verifications.
- Working in partnership with different organization culture and ensure project results are achieved on time without compromising quality.
- Managing donor grants with strict reporting deadlines.
- Working effectively in multiple communities and environments.
- Operating in remote areas and with vulnerable communities

MINIMUM QUALIFICATION/EXPERIENCE.

- A University degree in accounting or in a related field, with a CPA or ACCA, and knowledge of finance management software such as QUICKBOOK are required.
- At least Three to four years of previous experience in professional accounting or closely related financial management work is required.
- Ability to analyse accounting processes and identify practices and procedures that require correction or modification.
- Must be able to formulate recommendations for maintaining accounting system in a high state of efficiency.



- Computer literacy including the use of programs such as MS word, Excel, Access and other accounting software.
- Experience with different international donors requirement, particularly GPE, ECW, UNOCEF, and Save the Children International reporting.
- In-depth knowledge of finance and accounting preferably in non-profit making organization

Demonstrated behaviors needed by the post holder to successfully perform the role:

- Hardworking with capacity to work independently with minimum supervision honest, integrity, open and transparent personality.
- Team player.
- Work towards achieving a team goal and result oriented.
- Be able to respect all groups of people in the community and culturally sensitive.
- Persuasive and able to work in different cultural settings.
- Motivated, energetic and strives to develop and support others.
- Work for the best interest of the organization and community.
- Appreciate child rights and gender equality •Ability to work under harsh condition.
- Ability to work under multidisciplinary and multicultural environment

Skills Specific to the post needed to put knowledge into practice.

- Analytical and problem-solving skills.
- Planning, and organizing skills.
- Influencing and persuading skills.
- Excellent verbal and written communication skills.
- Excellent communication skills appropriate to the audience and very proficient computer skills and use of relevant accounting packages

SKILLS AND ATTRIBUTES

- Excellent analytical and logic skills.
- Self-starter and independent thinker and willing to follow instructions.
- Team player with friendly personality; able to build strong interpersonal relationship with the local communities.

JOB COMMITMENT

STARTING DATE: immediately. Note that the evaluation of application will be on rolling basis as we begin to receive applications to the urgent nature of the position.

SPECIAL CONDITIONS

HESS commitment to Safeguarding

HESS is committed to the safeguarding and protection of the communities we serve, our partners, our volunteers, and our staff.

As part of this commitment to safeguarding, all offers of employment will be subject to satisfactory references and appropriate background checks. HESS also participates in the



inert-Agency Misconduct Disclosure Scheme; we will request information from job applicant's previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment or incidents under investigation when the applicant left employment.

Deadline for submission of applications is 20th June, 2023 at 5:00 p.m. Interested Applicants should send hard copies of their CVs academic documents and Cover letters to HESS Office in Juba at Yaro Plaza, 3rd Floor, Hai Cinema, while the soft copies to be sent to: ed.helpeducationssd@gmail.com, and copy nhial.helpeducationssd@gmail.com

Only shortlisted candidates will be contacted by e-mail or by phone,

NB: Women are strongly encouraged to apply!

