



50-H-3
MOL
Approved
15/11/2022



JOB DESCRIPTION – FINANCE MANAGER

Applications are invited from qualified candidates for the position of FINANCE MANAGER.

Position: Finance Manager

Location: Juba

Duration: 1 year with possibility of Extension

Start date: ASAP. Applications will be reviewed on a rolling basis

CONTEXT

IsraAID is a non-profit, non-governmental humanitarian aid agency dedicated to supporting populations in crisis around the world. Founded in 2001, IsraAID has worked in emergency and long-term development settings in 47 countries. IsraAID's vision is to build a world in which individuals, communities, and institutions have the resilience to navigate today's crises, withstand tomorrow's, and live sustainably. Today, its operations span across several sectors of expertise from both the humanitarian aid and international development arenas, including protection, education, WASH, health, and livelihoods, working on sustainable solutions for disaster risk reduction and response. IsraAID has been operating in South Sudan since 2011 and currently has projects in Juba with an intention to expand to other counties and states. IsraAID is currently implementing programmes in Protection, Health and will be moving to WASH in 2023.

SUMMARY

The Finance Manager will be responsible for the Financial and Compliance needs of IsraAID in South Sudan. This position is an exciting opportunity to engage in Financial Strategic Management, develop experience with Donor Compliance, and one step forward in your career.

We need someone with experience in working with complex Excel files and in Budgeting. Required critical thinking skills in terms of Finance Management, and experience in Financial Controlling, which includes a sound knowledge of accounting principles. The person needs to like desk-based work, control and establish procedures for compliance, and work with Excel files.

Hard-worker, self-driven, and comfortable in working independently are key traits of the person we want to recruit. Fluency in English is compulsory. This position will be based in Juba and will report to the Country Director.

GENERAL RESPONSIBILITIES

Financial Management

- Assist with Budgeting, Planning and Financial Control
- Responsible for the monthly budget execution, including the monthly forecasts, planning and cash flow management;
- Ensure that the monthly budgets match the annual budget (budget versus actuals- BvA)
- Present & facilitate review of actual to budget expenditures with Country Director and Program Managers.
- Compile and timely submit the monthly financial report to HQ and to donors as per the specific donor requirements.
- Come up with budget templates when developing donor budgets during proposals development.
- Provide recommendations for budget realignments as required.





Financial Control and Monitoring

- Ensure adherence to finance policies, systems and procedures for IsraAID, Donors and Statutory regulatory requirements for South Sudan;
- Review and account for procurement transactions to ensure adequate supporting documentation, accuracy of amounts and control over payments;
- Maintains the organizations system of accounts ensuring all accounting data is updated, reconciled and fully supported;
- Support internal and external audit procedures.

Cash and Transaction Management

- Manage the organization's cash flows, and record all cash transactions;
- Oversee preparation and execution of bank orders as needed and oversee transactions;
- Prepare weekly payments roll-out;
- Ensure maintenance of accurate records of financial transactions of the country office in order to monitor financial status of all project activities.
- Administer petty cash and keep appropriate financial records.

ESSENTIAL SKILLS, KNOWLEDGE, AND COMPETENCIES

- Previous NGO working experience as Finance Manager – minimum of 4 full years a requirement;
- Experience working with busy NGO and key donors including the UN system
- Ability to easily work with Excel and other data base tool such as BVA;
- Critical thinking and leadership in Finance analysis;
- Must be assertive but empathetic and has the ability to easily talk to different people;
- Ability for teamwork and lots of patience in a changing environment and needs;
- Knowledge and experience using a financial system – QuickBooks at advanced level.
- Basic knowledge in Auditing

Qualifications

Bachelor's degree in any finance related field is added advantage

ACCA or CPA qualification a MUST

A masters degree in finance related training will be an added advantage.

To apply for this position, please send your CV (Max 2 Pages) to ssdhr@israaid.org

Please note that CVs longer than 2 pages will not be considered

Please use the following title as subject: CV_Name_Finance Manager

Deadline of Application: 2nd December 2022

This position is open to South Sudanese Only.

