



SO-H-3
Approved by
Inspector of Labour
12/10/2023

Position:	Programme Finance Officer
Location:	South Sudan
Contract Length:	4 months fixed term
Opening date:	12th October 2023
Type:	Maternity Cover
Closing Date:	31st October 2023



About us

Christian Aid exists to create a world where everyone can live a full life, free from poverty. We are a global movement of people, churches and local organisations who passionately champion dignity, equality and justice worldwide. We are the changemakers, the peacemakers, the mighty of heart.

Christian Aid works in South Sudan (CASS) to bring lasting change to the lives of the poorest conflict-affected communities. Christian Aid considers poverty as an outrage against humanity. It robs people of dignity, freedom and hope, of power over their own lives. Christian Aid has a vision – an end to poverty – and we believe that vision can become a reality. We work wherever there is great need, helping people to find their own solutions to the problems they face, irrespective of their religion, caste or creed. If you're passionate about positive change among the most vulnerable and excluded, then this job might be for you.

About the role

The role supports CA corporate vision of delivering excellence in finance and operation using Christian Aid South Sudan business model of partner accompaniment. It supports country programme to deliver on all aspect of partner financial management with a specific remit of ensuring timely delivery of partner procurement, budget and financial compliance on partner grants. In this role, you will have overall responsibility for maintaining accurate and update partner budget, financial and procurement reports and records, support partner internal and external audits and provide financial and procurement related support to Christian Aid staff and partners throughout country programme cycle. The role plays a key role in budgeting for new grants and during new programme development. In order to deliver excellence in finance and operation in the field, it is expected you will provide closer field support and annually undertake field trips in deep field locations prequalifying service providers, developing MOUs and undertaking market surveys in support of partner and CA overall operation in remote areas. Where appropriate you will also support admin and HR functions when delegated.

Expected outcomes

- In collaboration with other colleagues, budgets are prepared and monitored for partners and relevant institutional donor funded Programmes.
- Partners adhere to international standards on procurement and finance management
- Risks of non-compliance are proactively managed
- Partners procurement and finance management practice meets





required standard

- Budget variance analysis and management is a standard practice in country Programme. Financial capacity building delivered to partners to include procurement, reporting, compliance and how to deliver training.
- Donor financial reports prepared and submitted in timely manner
- Partners comply with Christian Aid's and institutional donors' policies and procedures.
- Partners meeting financial reporting requirements placed on them by Christian Aid.
- Partners meeting financial reporting requirements placed on them by institutional donors.
- Timely preparation and submission of donor financial reports.
- Project audits are completed timely and remedial actions for emerging audits issue completed within a reasonable timeframe.
- Partner accompaniment plans are drawn within the projects cycles of key events that require CA support, including plans for field visits in deep feed locations, coaching and mentorship.
- Good relationships with partners are maintained through positive communication.
- Procurement committee supported through procurement process and compliance.
- Expenditures correctly posted in CA accounting system (SUN system)

About You

You will have extensive knowledge and experience of financial management and reporting in humanitarian and development organizations, including with faith-based organizations. Should have strong knowledge and experience managing local partners in South Sudan, possess expertise in procurement management, budgeting, budget monitoring and internal controls. Strong technical, team building, interpersonal skills, and abilities to contribute positively to the wider CA South Sudan programme.

A strong experience in SUN system preferred and experiences working with other accounting systems will be added advantage.

Further Information

How to apply

Qualified candidates should express your interest to this post by applying through Christian Aid's online recruitment system on the website www.christianaid.org.uk/jobs or hand delivery to CA office, NCA compound, Buluk, Juba-South Sudan using the reference " Programme Finance Officer".

Preference shall be given to qualified female candidates.

