



South Sudan

Healthy lives. Measurable results.

Hai Neem – UAP TOWER

Juba, South Sudan

www.psi.org

Job Advertisement

Position: Finance Manager
Location: Juba
Reports to: Director of Administration & Finance
Deadline: March 10th 2020



Who we are

We're Population Services International (PSI), the world's leading non-profit social marketing organization. We work to make it easier for people in the developing world to be healthy by providing access to products and services that range from mosquito nets to HIV testing.

There are over 9,000 "PSI'ers" around the world. It's a motley group of entrepreneurs and professionals with a diverse range of backgrounds all the way from the medical industry to the music business, all with unique skills that we bring to the job.

PSI began operations in Southern Sudan in January 2005, distributing Long-Lasting Insecticide-Treated Nets (LLIN) through the commercial sector and implementing behavior change communication on HIV/AIDS. Over the years, PSI has continued its presence and expanded operations to include a comprehensive hygiene, sanitation and safe water program.

In 2009, PSI started a Home Management of Malaria (HMM) program for children under five years old. Since then, HMM has evolved into a broader Integrated Community Case Management (ICCM) program with the addition of pneumonia, diarrhea and acute malnutrition interventions.

Join us!

Join our experienced, dynamic & diverse team of local and international staffers united in our common goal to serve the youngest nation in Africa. While we are serious about our mission, we also believe in having fun.

You will play an integral part in the finance management function of PSI South Sudan platform.

We are looking for an experienced Finance Manager who has had exposure in dealing with donors like Global Fund. We pride ourselves in providing outstanding service to our internal and external partners, so an outgoing and customer orientation personality is a prerequisite and a key success factor.

Your contribution!

Detailed duties and Responsibilities:



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- Responsible for daily supervision of finance operations, (including overseeing inventory & asset control, accounts payable and general bookkeeping functions in support of PSI South Sudan and National Malaria Control Program under Zero Cash Policy.
- Supports Director of Administration & Finance and Grants & Contracts Manager in sub-recipients management
- Performance management, mentorship and capacity building of Financial Accounting Staff reporting directly to the Finance Manager role
- Assisting with the preparation of Project Status Reports and overall analysis of projects financial performance. Including analysis of financial performance of National Malaria Control Program (NMCP) project and supporting the Director of Administration & Finance in reviewing the same with NMCP
- Assisting in monitoring performance against budgets for various program activities (including PSI South Sudan departments) and alert the Director Administration & Finance to any problems
- Analyzing costs & cost trends and providing management with reports on the same for decision making
- Ensuring accuracy and timely recording of financial transactions through daily verification of all financial transactions.
- Cash flow management, overseeing treasury functions, coordinating cash forecasting and preparing Operating Advance Requests accordingly.
- Supervising the payment process flow, ensuring that all payments are done timely and are sufficiently supported up to documents filing stage.
- Ensure contractual compliance with PSI and Donor financial regulations and requirements on daily basis.
- Monitor the standard operating procedures, systems and controls to ensure compliance & efficiency of the Finance Accounting functions.
- Review payroll transactions for all PSI Staff and staff under the National Malaria Control Program ZERO cash.
- Reviewing Asset Register and making sure it is always up to date.
- Compile, analyze, verify and submit Financial Reports and reconciliations monthly to PSI Head Office and attend to queries from the same.
- Support with coordination and management of yearly internal and external audits.

Qualifications

- Must be South Sudanese Nationals.
- Minimum of Degree in Finance and Accounting, Commerce, or Business administration and Management from recognized Institution of higher Learning or equivalence.
- Minimum 4 years of working experience in a busy accounting environment, preferably with an international organization.



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- Thorough knowledge of generally accepted accounting principles and practical applications of financial system.
- Strong interpersonal skills and demonstrate ability to communicate clearly and effectively
- Proven experience in Microsoft word, Advanced Excel (Spreadsheet), Access and Internet/Outlook.
- Experience working with accounting software, working knowledge of Quick Books is preferred.
- Ability to work under pressure with Minimum supervision.
- Must be honest and trust worthy in all financial transactions.

Qualified and interested candidates may apply via e-mail: jobs@psi-southsudan.org or you can drop hard copy of your CV, cover letter and list of referees to PSI South Sudan Juba UAP Tower 2nd Floor Wing A. However, due to the urgency for this position, recruitment might be done before the deadline.

Only shortlisted candidates will be contacted for interviews.

PSI is an Equal Opportunity Employer, and encourages applications from qualified individuals regardless of race, religion, national origin, sexual orientation, or disability. Female candidates are encouraged to apply.



Date:

20.1.2020

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