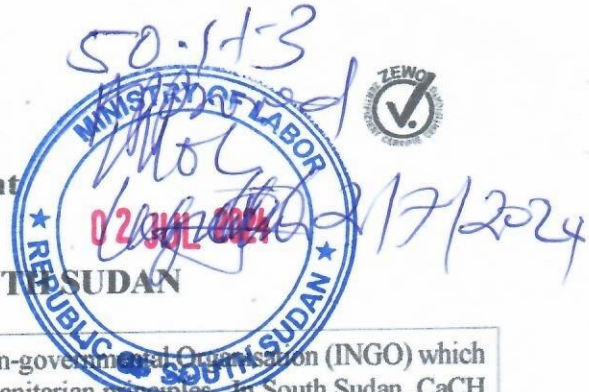


**Vacancy Announcement**

**Head of Finance  
CARITAS SWITZERLAND SOUTH SUDAN**

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<b>Organisation &amp; programme information</b>	Caritas Switzerland (CACH) is an International Non-governmental Organisation (INGO) which works worldwide and adheres to international humanitarian principles. In South Sudan, CaCH and its partners implement comprehensive recovery projects that aim for increased resilience among the target population and improved livelihoods for returnees and host communities through alternative income opportunities, natural resource management, and improved agricultural methods.
<b>Position</b>	Head of Finance
<b>Reporting to</b>	Country Director
<b>Supervision of</b>	Finance Officer Torit, Finance Officer Juba
<b>Workplace</b>	Juba
<b>Starting date</b>	Per September 2024 or per agreement
<b>Duration</b>	1 year with possibility of extension
<b>Key tasks &amp; responsibilities</b>	<p><u>Finance control partners</u></p> <ul style="list-style-type: none"> <li>• Be responsible for the financial monitoring of the implementing partners</li> <li>• Carry out regular financial check visits /2x/year minimum) to the local implementing partners using the CACH internal checklists</li> <li>• Provide support and guidance to the partner organisations on financial issues in compliance with the doner requirements</li> <li>• Make sure that the finance reports from partners are handed over in a timely manner</li> <li>• Review the partner finance reports and ensure that the reports are accurate and comply with donor regulations and CACH financial rules</li> <li>• Coordinate finance-related matters with the partners and assist partners in appropriately coding expenses in SAPI</li> <li>• Review transactions processed by the finance team members of the partners.</li> <li>• If needed, provide financial training to the partners.</li> <li>• For new projects: monitor the timely submission of budgets by partners and confirm they reflect as accurately as possible the financial impact of the proposed activities.</li> <li>• Ensure budgets and budgetary revisions for the projects implemented by partners are prepared in adherence with the relevant budget cycle.</li> <li>• Respond to queries from head-office on the financial reporting of the implementing partners.</li> <li>• Together with the Project Coordinator or Partner Coordinator, participate in joint partner meetings with partner finance staff</li> </ul> <p><u>Finance Reporting CACH</u></p> <ul style="list-style-type: none"> <li>• Supervise the accounting for CACH offices in Torit and Juba</li> <li>• Check monthly cash books from Torit and Juba and enter all accounting details into ABACUS for monthly finance report</li> <li>• Control of cash management for Juba and Torit offices</li> </ul>



	<ul style="list-style-type: none"> <li>• Assist in the preparation of Cash Transfer Requests to Headquarters and ensure that appropriate cash balances are maintained in the CACH accounts to facilitate project implementation.</li> <li>• Prepare CACH finance reports for donors and ensure that all supporting documents are available</li> <li>• Support the CACH Project Managers to manage project finances and schedules to meet the financial reporting requirements and deadlines as specified and requested by CaCH and the donors</li> <li>• Represent the finance department in the process of developing budgets for new proposals and in developing finance statements and reports for donors</li> <li>• Support the Country Director and HO for the quarterly finance monitoring (quarterly expenditure reporting) by providing the relevant finance information and supporting documents</li> <li>• Ensure that CACH finance and supporting procedures are followed and that CACH financial rules are applied by all CACH staff</li> <li>• Ensure that there is appropriate and up-to-date finance documentation in both paper and electronic form and that all relevant finance documents are archived according to internal CACH regulations</li> <li>• Prepare timely liquidity forecast for South Sudan office expenses</li> <li>• Reconcile transactions between computer records and bank statements, ensuring all accounts are accurately balanced.</li> <li>• Closely monitor all financial activities and keep the Country Director advised of all situations which have the potential for a negative impact on internal/external controls or financial performance</li> </ul> <p><u>Audits</u></p> <ul style="list-style-type: none"> <li>• Support the organisation of project audits, partner audits and internal revisions</li> <li>• Act as focal point for auditors in case of internal revisions or partner audits and respond to audit questions, providing the required supporting documentation upon request</li> <li>• Review audit reports and management letters using the CHACH internal checklist</li> </ul>
<p><b>Essential requirements &amp; qualifications</b></p>	<p><b>MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Degree or Masters in accounting and full ACCA with three (3) years of experience;</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Minimum six (6) years of experience in a similar role, with preference three (3) years with an international or national non-profit organization (INGO);</li> <li>• Previous experience with any donor-funded program or external audits;</li> <li>• Results-oriented and focused, with the ability to follow guidelines and controls required of the position.</li> <li>• Expert knowledge in budgeting, financial analysis and MS Excel;</li> <li>• Proficiency with accounting software.</li> <li>• Demonstrated team player with effective cross-cultural interpersonal skills;</li> <li>• High level of integrity and impeccable record in previous accounting positions.</li> <li>• Excellent organizational, analytical, oral and written communications skills in English.</li> <li>• Strong capacity to manage time and competing priorities;</li> <li>• Strong initiative, perseverance, and resilience</li> </ul>



	<p><b>Language:</b></p> <ul style="list-style-type: none"> <li>• Fluency in spoken and written English language is an asset.</li> </ul> <p><b>DESIRABLE QUALIFICATIONS AND COMPETENCIES:</b></p> <ul style="list-style-type: none"> <li>• Basic computer literacy.</li> <li>• Very good knowledge in financial training skills</li> <li>• Much experience of working in the field highly desirable.</li> <li>• Ability to work as part of a team with minimum supervision</li> <li>• Ability to multi-task, set priorities and work under tight deadline</li> <li>• Strong inter-personal, cultural and diplomatic skill</li> <li>• Good communication and report writing</li> <li>• Flexible, proactively sound and innovative</li> <li>• Friendly, honest and humble and able to relate to people from all backgrounds with ease</li> </ul>
	<p><b>The position is open only for South Sudanese Nationals</b> Interested candidates should submit the following documents:</p> <ul style="list-style-type: none"> <li>• Application Letter (max 1 page)</li> <li>• Curriculum Vitae (CV) with names and contacts of three referees who should be present or former direct supervisors</li> <li>• Copy of certificate(s) , Nationality ID</li> </ul> <p><b>DO NOT SUBMIT ORIGINAL DOCUMENTS</b></p> <p>Please send your application to Caritas Switzerland by email to <a href="mailto:jadokorach@caritas.ch">jadokorach@caritas.ch</a> and <a href="mailto:jmafara@caritas.ch">jmafara@caritas.ch</a></p> <p>the latest by 22rd July 2024.</p> <p><i>Only shortlisted candidates will be contacted.</i> <i>Caritas Switzerland reserves the right to cancel the recruitment process any time.</i> <i>Female candidates are strongly encouraged to apply.</i></p>
<p><b>Website</b></p>	<p><a href="http://www.caritas.ch">www.caritas.ch</a></p>

