



SOUTH SUDAN GRASSROOTS INITIATIVE FOR DEVELOPMENT (SSGID)

VACANCY ANNOUNCEMENT

Job Title	Finance Manager
Duty Station	Juba – South Sudan
Reporting to	Executive Director – SSGID
Vacancy No	VA# 002/2020
Closing Date	30 th March 2020



Handwritten signature and date: *S/Inspector* 09/3/2020

BACKGROUND:

South Sudan Grassroots Initiative for Development (SSGID) is a non-profit making organization that was founded in South Sudan in 2013 by a group of youths and women with the aim of responding to the ever increasing social, economic, health and illiteracy challenges facing many people in South Sudan. SSGID is legally registered in South Sudan as national Humanitarian and Community Development organization with the *Relief and Rehabilitation Commission (RRC)*. SSGID core sectors of work include Food Security and Livelihoods, WASH, Education, Health and Peace Building, which are line with current South Sudan needs for attaining sustainable development (SDGs).

SSGID is a very dynamic and innovative organisation which is likely to take on other areas of work as dictated by the needs in South Sudan and the global community. The organisation could also extend her operations to other regions, in addition to South Sudan.

SSGID therefore seeks to recruit a highly competent Finance Manager effective from 10 April 2020 to support the Organization and programmes – in South Sudan. The initial contract will be for a period of 1 year with possibility of extension upon performance.

ROLE PURPOSE

Responsible for the financial health of the organisation. Producing financial reports and developing strategies based on financial research. Guiding senior management in making sound business decisions in the long and short term.

KEY JOB RESPONSIBILITIES

The Finance Manager: He/she will perform the following functions-

- Monitor the day-to-day financial operations within the Organization, such as payroll, invoicing, and other transactions
- Oversee financial department employees, including financial assistants and accountants
- Contract outside services for tax preparation, auditing, banking, and other financial needs as necessary
- Seek out methods for minimising financial risks at the organization
- Research and analyse financial reports and operational trends
- Provide insightful information and expectations to Executive Director to aid in long-term and short-term decision making
- Review financial data and prepare monthly and annual reports



- Present financial reports to board members, stakeholders, senior management, in formal meetings
- Stay up to date with technological advances and accounting software to be used for financial purposes
- Establish and maintain financial policies and procedures for the Organization
- Understand and adhere to financial regulations and legislation.
- Provide capacity building to the finance staffs, HR, Logistics and programs on all procedures regarding activity advances and liquidations.

1. *Education:*

University degree in accounting, business, economics, finance, or a related field; several years of experience in a finance role; superior mathematical skills; leadership skills and experience; employee management; understanding of data privacy standards; solid communication skills, both written and verbal; public speaking skills; deep understanding of business principles and practices; superior attention to detail; organisational skills; planning skills; research skills; analytical skills; critical thinking skills; problem-solving skills; computer skills; multi-tasking abilities; integrity, honesty.

2. *Work Experience:*

- Conversant with the use of accounting software, QuickBooks accounting and or sun systems.

3. *Other Desired Attributes:*

- 5 years and above work experience in working with auditors and donors independently.
- Fluency in written and spoken English
- Knowledge and skills in the use of MS Office application package
- Flexibility and willingness to change work practices and hours, and capability to work in remote and sometimes insecure environment with no electricity and poor road networks.

4. *Reporting Lines:*

The position reports to the to SSGID Executive Director.

5. *How to apply:*

Interested and qualified candidates should submit an application letter and CV plus 3 names of referees (one of them being their immediate supervisor) with their full contacts to: via email address ssgidrecruitment@gmail.com. Indicate the job Title '**Finance Manager (FM)**' on the Subject line. Only short-listed candidates will be contacted for interviews. Closing date for receiving applications is on 30th March 2020, before 12:00 am midnight. This is an **International** /National post. Qualified females are highly encouraged to apply.

Disclaimer: SSGID does not charge any kind of fee at whichever stage of the recruitment process and does not act through recruitment agents.

Note: The successful candidate must be ready to start work immediately

