

## Vacancy Announcement

50.14.3  
Approved by labor  
officer MIB \$ HR  
26 JUN 2020

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Employer:	Internews Network – South Sudan
Position:	Roving Finance Manager
Reports to:	Finance and HR Director
Duty station:	Juba with travel to the field offices within South Sudan.
Travel:	25 % (within South Sudan)
Application Date:	26 <sup>th</sup> June 2020 though 10 <sup>th</sup> July 2020

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### GENERAL DETAILS

Internews Network is an international media development organization based in Washington in North America and London in Europe, whose mission is to give people a voice and the information to empower communities. Internews has been working in South Sudan since 2006 to establish community radio stations across the country which are run by and for local communities. We also implement other humanitarian activities across the sector, including actively working to meet the critical information needs of internally displaced peoples who have been impacted by conflict.

The post of Roving Finance Manager oversees the operations of finance and administration in all field stations in South Sudan, as well as being the point of contact for Finance functions in Juba. The position will be based in Juba with frequent travel to all field. The RFM reports directly to the Director of Finance and HR and will work closely with the field station managers, Operations teams, procurement, HR and partners on projects planning, coordination, mentorship and implementation.

### Main responsibilities

- Monitor the day-to-day financial operations within the Juba and field offices, such as salary disbursements, field reports review, and be the link between the field offices and Juba office.
- Manages all field finance and accounting activities include daily, bi-weekly, monthly reports in accordance with Internews Policies. (payroll administration, bookkeeping, reporting, banking, and field vendor payments etc.).
- Responsible for capacity building of all field Operations staff and programme staff in cash projection, expenses control, documentation, field operation and support in field Human resources management.
- Supports in monitoring bank and cash balances. Manages field cash flows and prepares forecasts in accordance with Internews policies and procedures, reporting regularly to the Finance and HR Director on status and recommended actions.
- Supports in month end procedures, Vendor payment processes.
- Responsible for monitoring field station spending, cash reports review for accuracy and completeness.
- Maintains audit-ready files and ensures that all necessary documentation are kept in electronic and hardcopy filing systems.
- Supports in implementation and/or oversees payroll functions to ensure that staff are paid in a timely and accurate manner.
- Update and follow up on financial standard requirements for field's offices (develop checklists for control visits, standardized budget template, etc.).

- Supports in preparation of monthly reconciliations of bank accounts and all Juba organizational-level month-end checklist tasks. (petty cash, Bank, general ledger)
- Supports in subgrants financial review, mentorship of subgrantees on finance and operations.
- With guidance from HR team, provides support on human resources functions, including field recruitment, leave management, insurance and general administration.

#### **Skills and Experience:**

- Degree in accounting, business, economics, finance, or a related field with at least 5 years of experience, 3 of which should be with an International NGO in emergency/humanitarian contexts. Masters degree in accounting / Finance will be an added advantage
- CPA professional qualification desired.
- Keenness to accuracy, completeness, allowability of expenses, allocability and cost effectiveness.
- Sound knowledge of Accrual Accounting concept.
- Superior mathematical skills, more so usage of excel to solve mathematical problems.
- Solid communication skills, both written and verbal.
- Proven leadership skills and experience, employee management and having an understanding of data privacy standards;
- Organisational skills; planning skills; problem-solving skills; computer skills; multi-tasking abilities; integrity and honesty.
- Ability to effectively manage a variety of internal and external relationships, including relationships with partners.
- Fluent in English: writing and speaking. Arabic language is an added advantage.
- Proficiency in ERP system, preferably Agresso is an added advantage

#### **How to Apply:**

1. Email your application to [job-southsudan@INTERNEWS.ORG](mailto:job-southsudan@INTERNEWS.ORG) or submit a hardcopy to Internews Office:
  - a. **Internews office is in Afex River Camp, Stadium road, off Cemetery road, next to Ambassador Hotel.**
2. Include an attachment of your Resume and CV with three professional Referees
3. Remember to include a telephone number and email so we can contact you.
4. Indicate on the envelop and or Email subject the position you are applying for 'Roving Finance Manager'

#### **Note:**

That, only shortlisted candidates can be contacted for interview.

That, the **closing** date for receiving applications for this position is **10<sup>th</sup> July, 2020 at 5:00 PM.**

That, applications received later than this date will not be considered.

That, **the position is for South Sudanese ONLY**

