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07/03/2023



Africa  
Educational  
Trust

Education for all is the  
key to development



**Role Description**

**Job Title: Finance and Administration Manager - Africa Educational Trust (AET)**

**South Sudan**

**Location: Juba**

**Hours of work: 40**

**Contract Type: 1-year Renewable**

**Supervisor: Country Director, with a dotted Line reporting to the Regional Finance Manager.**

**Persons reporting to this position: Finance Officers at Juba and Field Locations.**

**Application date line: 24<sup>th</sup> March 2023 at 4:30 PM South Sudan Time.**

**Background:**

AET as part of the Street Child group believes that every child deserves the chance to go to school and learn. Our projects focus on a combination of education, child protection and livelihood support to address the social, economic, and structural issues that underpin today's education crisis. We collaborate with local organisations and communities to deliver our locally rooted programmes, using evidence to drive learning and the refinement and scale-up of programmes to create maximum impact for most children at the lowest cost. We pride ourselves on being willing to go to the world's toughest places where others won't, including remote, hard-to-reach areas and fragile, disaster-affected states across sub-Saharan Africa and South Asia. Since 2008, we have helped over 500,000 children to go to school and learn and we have supported over 33,000 caregivers to set up businesses so they can afford the cost of educating their children.

**Role Purpose**

The Finance and Administration Manager will form part of the Senior Management Team. He/she will be responsible for the financial and administrative operations of the organization and ensure timely and accurate financial reports and practices including cash management, payroll, financial disbursement, ledgers, receipts, cash requisition forms, budget, and budget management, etc.



## **Key Responsibilities**

### **Financial Management – 80%**

- Establish and implement financial procedures in line with AET/ SC requirements
  - This involves submitting monthly requisitions, establishing budgets, documenting expenditure monthly, and ensuring that the necessary records of expenditure are stored safely.
  - Monitoring petty cash and bank balances to ensure that sufficient funds are available for program needs.
  - Oversee project operations, procurement, logistics and supply chain support for project supplies, commodities and equipment
  - Oversee financial controls, operational systems, and compliance activities for project and with partners.
  - Ensuring monthly updates are sent to AET / SC regional office.
  
- Timely and accurate recording of all financial transactions in line with organizational and donor needs.
  - Establish and prepare accurate information for budget monitoring and progress reporting of programs
  - Prepare programme financial reports in the format required by donors to support the programmes team
  
- Provide support and advice on budget preparation and revisions to the programmes team
  - Work with the programmes team to ensure that budgets illustrate the appropriate costs
  - Lead project budget development for annual work planning and ad hoc budget requests.
  - Respond, as needed, to issues that arise, including but not limited to financial reporting, issuing modifications, oversight of compliance with terms and conditions and resolution of disputes, and resolving audits (financial and performance) findings
  - Monthly review expenditure against projected budget with the programmes team and make budget adjustments within donor tolerance or assist with budget realignment proposals for donor approval
  - Work with the programmes team to cost new programmes for proposal development
  
- Provide support and advice on all elements of the procurement and logistic processes
  - In liaison with Country Director and regional team to ensure that all goods and services are procured in line with AET/ SC Procurement Policy
  - Provide support with all aspects of the procurement process
  
- Support internal staff and staff at partner organizations on the development and implementation of financial systems
  - Provide capacity building for staff to ensure that their financial skills are sufficient
  - Work with implementing partners and local partners to ensure that they possess the necessary financial skills and provide support where necessary
  
- Control of payroll and responsibility for adhering to all local laws including tax payments
- Manage the organization's annual external statutory audit process
- Manage and lead the finance staff, fix objectives and assess the staff he/she line-manages



- This job description is not intended to be all-inclusive, and the employee will also perform other related tasks as required and be responsible for reporting and communication of progress and achievement of the specific assigned task
- Capacity Building and supporting the team of Finance and admin Officers. This would imply and require regular visits to the field to Monitor and do trainings to ensure financial and admin systems are in place and being adhered to.

### **Human Resource Management (20%)**

- Oversee the ongoing development of team composition and structure to ensure that is fit for purpose, aid in the development of Job descriptions/Terms of Reference, follow up field staff-related recruitment processes and orientation of staff.
- In consultation with relevant colleagues, plan and implement staff annual appraisal system/performance reviews.
- Promote and support a learning culture by empowering individuals and teams to identify critical learning needs and plan/provide easy access to learning opportunities to maintain personnel competency and flexibility.
- Ensuring that hiring managers actively seek to create diverse teams in terms of gender and geography.
- Foster a positive work environment, respectful of both men and women, and ensure that the highest standards of conduct are observed.
- Administration, Information Technology and Knowledge Management
- Coordinate the recruitment onboarding and offboarding process.
- Ensure all contracts, and letters of hire are in Place with relevant documentation.
- At the request of the Country Director and in collaboration with the team, plan, implement and organise the strategic capacity building of personnel.

### **Core Values:**

- Commitment to AET/ SC mission, vision, and values, and the ability to convey with enthusiasm AET's role in South Sudan.
- High integrity, honesty, and confidentiality; ability to deal tactfully and discreetly with situations, people, and information.
- Acceptance of diversity and inclusion as a core value.
- Willingness to work in a flexible, sub-optimal, stressful, and unstable environment.
- A resource and budget-sensitive approach – mindful of the need to balance high standards with the imperative stretching resource envelopes as far as possible, to benefit as many as possible of the hundreds of thousands of children in South Sudan who presently lack, and are unlikely to acquire, these core life skills.
- Ability to prioritize with good time management skills.
- Strong management and interpersonal skills.
- Strong awareness of key development issues and trends at the national level.
- Ability to represent the organization externally, including with partners and donors.
- Should have the right to work in South Sudan.
- Ability to work easily with national and international colleagues alike;
- Entrepreneurial and business spirited
- Knowledge of donor compliance

### **Reporting**



- This position reports directly to the South Sudan Country Manager but with a dotted line technical reporting responsibility to the AET Regional Finance Manager.

**Qualifications and Experience:**

- A qualified accountant with a degree in Accounting, Finance, Business Administration or its equivalent.
- At least 3 years of senior financial management experience, with preference given to those having worked in an NGO/INGO setting.
- Proven financial analysis and forecasting ability.
- Experience managing a large annual budget
- Demonstrable experience in training and leading a team.
- Experience in managing multiple projects.
- Proven experience in donor reporting.
- Excellent proficiency in Microsoft Office and large datasets
- Should have skills in using accounting software packages
- Knowledge of institutional donor regulations, procedures and requirements

**AET's commitment to Safeguarding**

As part of Street Child, AET is committed to the safeguarding and protection of the communities we serve, our partners, our volunteers, and our staff. As part of this commitment to safeguarding, all offers of employment will be subject to satisfactory references and appropriate background checks. Street Child also participates in the Inter Agency Misconduct Disclosure Scheme. In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment or incidents under investigation when the applicant left employment.

**To apply**

Please submit your CV and a covering note explaining why you think you could make an extraordinary impact in this role to: [hr@africaeducationaltrust.org](mailto:hr@africaeducationaltrust.org). We will be reviewing applications as they are submitted so interested candidates are encouraged to apply early.

**Dateline: 24<sup>th</sup> March 2023 at 4:30PM South Sudan Time.**



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