



# Windle Trust International

## Job Opportunity: (1). Finance Manager

This is an exceptional opportunity to join Windle Trust International (WTI), one of the leading Educational NGO in South Sudan. Our mission is to challenge poverty and inequality by expanding access to and improving quality of education and training. We work with all communities affected by conflict, displacement, neglect, or discrimination.

WTI is searching for a Finance Manager to be responsible for the supervision and management of its accounting and financial management systems, in South Sudan. The Finance Manager will be responsible for all financial management, support functions, and compliance with the global WTI policies, systems, procedures, and external requirements, such as local laws, donors, and partners. Some specific responsibilities include:

- Oversee and supervise the finance function for WTI in South Sudan, ensuring accurate, timely accounting and reporting and adherence to organisational policies and procedures.
- Be responsible for all project accounting & donor reporting.
- Maintain financial records including ledger, journal, petty cash, intercompany and bank details.
- Preparing financial reports, including donor and monthly management accounts
- Prepare, in conjunction with the Country Director, the monthly project pipeline forecast.
- Lead on cash flow management
- Lead on the monitoring and mitigation of financial risk
- Manage donor audits and other inspections of the finance function.
- Support the Country Director on preparing the annual budget for South Sudan
- Support the Country Director, and relevant programme staff, in terms of financial and budget management.
- Manage the Finance team in Juba (5 reports currently) and ensure sub-offices work to organisational policies and standards.

Candidates for this position must be fully qualified, (ACA/ACCA/CIMA/CPA) with demonstrable professional experience in a financial managerial position, including experience in managing multiple donor grants. Additionally, they will be able to evidence strong organisational and leadership skills to coach and provide guidance to staff. Candidates for this role should possess excellent decision making, problem-solving, and communication skills to communicate with internal and external stakeholders.

- **Female Candidates are particularly encouraged to apply.**

### APPLICATION PROCEDURES:

- Download the application pack, including detailed job description, person specification and application form at [www.windle.org.uk/opportunities](http://www.windle.org.uk/opportunities)
- Completed application forms with an accompanying CV should be emailed to: [jobs@windle.org.uk](mailto:jobs@windle.org.uk)

### DEADLINE

- **Sunday 30<sup>th</sup> July 2023 at 05:00PM**
- Only short-listed candidates will be contacted, and interviews will be conducted the week commencing **14<sup>th</sup> August 2023**.

