

Approved  
Hja



# World Vision

## SOUTH SUDAN

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*Our Vision for every Child, Life in all its Fullness; Our Prayer for every heart, the will to make it so*  
Building Brighter Futures for Vulnerable Children

### JOB OPPORTUNITY AT WORLD VISION INTERNATIONAL - SOUTH SUDAN

World Vision is a Christian Relief, Development and Advocacy Organization dedicated to working with Children, Families and Communities to overcome poverty and injustice. World Vision serves all people, regardless of religion, race, ethnicity or gender. All employment in World Vision is in condition upon successful completion of all applicable background checks, including criminal record checks where possible.

World Vision International - South Sudan is now seeking for a qualified and dynamic Individuals (Man or Woman) who are willing to share in our vision and promise to Children, to join us in the role below:

Job title: Zonal Finance Manager-GBZ Zone  
Reporting to: Finance and Support Services Director  
Location: Kuajok  
Availability: As soon as possible

Purpose of the position:

To manage and oversee the financial management of projects, ensuring financial compliance in accordance with grant rules and regulations. Support project teams and partners in achieving project goals of funding integration, including financial accountability, staffing, work planning, and reporting. The position oversees all financial and administrative aspects of projects and zonal office finance, including project finance planning and budgeting, financial reporting for management, donors, and partners' consumption, partner management, as well as Project risk management. With cross-border operation and

risk associated with Partnering/Sub-granting, this position will help mitigate any risks that the office is exposed to through this unique business model.

Skills – analytical review. Budgeting, Financial statements, communication, leadership, adaptability, honesty, and integrity- a strong value system.

## **ROLES AND RESPONSIBILITIES**

### **Financial Planning, Budgeting and Resources Mobilization.**

- Lead zonal planning and budgeting for grant projects, ensuring that project activities are adequately financed and aligned with donor requirements for funding partners such as WFP, UNDP, UNICEF, BMZ, the World Bank, and others.
- Participate in negotiations and support the preparation and submission of project budget amendments in collaboration with donors, Support Offices, and implementing partners.
- Communicate clear instructions, timelines, and milestones for business planning processes, including long term planning, annual budgeting, quarterly forecasting, and cash flow projections.
- Contribute to project proposal development by providing technical input into budgeting and financial planning to ensure proposals are realistic, compliant, and competitive.
- Coordinate the grants financial planning and budgeting process and provide technical support in line with WVI and donor guidelines.
- Manage all Zonal grants budgets, cash flow and project funding, and ensure that program/project spending is in line with approved budgets and timelines.

### **Financial Accountability, Compliance, Monitoring, and Reporting**

- Taking the Lead in the financial reporting of the grant projects and that project activities are well-financed and monitored
- Review monthly MyPBAS to FFR reconciliations, develop action plans for resolving outstanding items, and monitor timely closure of reconciling differences.
- Lead in the development and continuous updating of project spending indicators that can provide visibility to the financial performance of the project.
- Review reimbursable donor invoices and support documentation for accuracy and in accordance with donor requirements.
- Ensure reconciliation between reimbursable donor invoices, ledger reports, payroll records, and project expenditure summaries.
- Follow up with Reimbursable donors on payment status and resolve any queries related to submitted invoices.



- Attendance at project management, coordination, and technical meetings: preparing expenditure analysis, updating historic resources allocation; providing guidance on donor and WV policy, and highlighting challenges.
- Consolidate and submit accurate grant financial reports (monthly, quarterly, and annual) in accordance with the Field Finance Manual (FFM) and year end reporting instructions.
- Ensure that all WVR project balance sheet accounts are reviewed, analyzed, and reconciled on a monthly and quarterly basis, with prompt follow up and resolution of outstanding balances.
- Monitor and follow up on partners' outstanding balances, ensuring that all partner funding is properly tagged to accountability and supported by timely liquidation.
- Promote cost efficiency and effectiveness across all grant projects by providing guidance on prudent resource utilization at all levels of implementation and ensuring that the Grant cost recovery is less than -4%.
- Identify, recommend, and support the implementation of cost saving measures across grant projects in line with the organization wide stewardship strategy.

#### Financial Compliance, Monitoring, and Control

- Provide leadership and guidance to grants implementing partners and ensure they comply with World Vision and donor financial standards for the benefit of the most vulnerable children.
- Develop and maintain grant specific financial procedures and internal control systems to ensure effective resource management, accountability, and compliance.
- Ensure donor standards and procedures are understood by WV South Sudan staff and Local Partners.
- Develop and update the National Office grants financial procedures, guidelines and systems that are relevant to the context to ensure the office follows World Vision Partnership policies and major donor's regulations.
- Ensure that all costs are allowable, allocable, and reasonable per donor guidelines.
- Facilitate the operational effectiveness process to update tools including, Grant health tracker, flowcharts and RACI (responsible, accountable, consulted and informed) for the project cycle management process and decision making.
- Monitor grants implementation and resource/fund utilization rates in conjunction with the Operations and Finance teams



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## Risk Management and Capacity Building

- Maintain a systematic and consistent risk management approach to allow for effective identification, recording and management of threats and opportunities internally and with key partner organizations
- Ensure appropriate financial controls processes, procedures and systems are in place and adhered to
- Ensure finance related audit actions are implemented and alternative actions taken as required to address weaknesses in financial controls and procedures identified in finance and other forms of audit reports
- Support the Capacity strengthening of partners financial management systems on their ability to manage and report accurately on the grant funds.
- Participate and contribute to review of risk register for Grants Finance Unit, the project and ensure the mitigation measures are implemented and the status updated.
- With support from the Finance and Support Services Director and in collaboration with operations team, lead in the development of systems, processes and agreements with partners to support project activities and create cost efficiency that reflect the fragile country contexts.
- Ensure Sound internal controls are maintained in the financial processes at Field Offices by working closely with respective Finance teams.
- Monitor grant periods and ensure that grant phases out financial requirements are adequately met, and grants are smoothly phased out
- Day-to-day budgetary checks on PRF's, LPO's, Flights etc. to ensure adequate provision of budget prior to incurrence of liability
- Ensure required BPS is enforced within WV and donor requirements.
- Manage compliance with Labour Distribution Reports (LDR) requirements for all zonal staff on monthly basis.
- Participation in the external audit exercise of all implementing partners of the program.
- Follow up on implementation of audit recommendations. Ensure all audit issues picked during internal and external audits are implemented within 90 days.
- Minimize questionable costs that will take away resources from other funding streams

## Reporting, Cash and Liquidity Management

- Accurate maintenance of grants expenditure records including supporting documentation which is approved by the appropriate authority



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- Review of financial reporting prepared for submission to donors to ensure it is accurate and on time
- Maintaining close monitoring of advances to partners, expenditure reporting by partners and complete supporting documentation
- Assist in the identification of potential funding sources and ensure implementation managers formulate project budget submissions and subsequent revisions in accordance with donor guidelines
- Review and support the cashflow projections under grants so that no excess funds are held above the permitted donor period, to avoid any interest penalty accruing thereof.
- Monitor transactions to partners and ensure compliance with local regulatory and tax legislation

#### **Asset Management and Administration**

- Records retention to ensure integrity of the organization's data is maintained and compliance with WV policy and donor compliance.
- Ensure that WV staff and assets are secure, safe, and well maintained; oversee logistics coordination
- Ensure that WV provides quality hospitality services to staff and visitors
- Transportation/Logistics oversight
- Responsible for vehicle procurement, management, and maintenance.
- Asset register
- Asset management
- Fleet management (Mileage, maintenance, fuel management, logbook and travel approvals)
- Insurance/safety of staff
- Security
- Incident reports where necessary

#### **People Management and Safeguarding**

- Recruit, develop and motivate a high-performing finance team
- Leading regular meetings of finance team members, including those at the Program Unit.
- Ensuring performance management of all finance staff occurs in line with the World Vision global standards.
- Commit and contribute to an environment where children and adult program participants feel respected, supported, safe, and protected.
- Report and respond to safeguarding concerns and breaches in line with the applicable procedures of World Vision.



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- Never act or behave in a manner that results in violence against a child, young person or adult or places them at risk of such violence.
- Assess staff development needs and coach and accelerate their capacities to achieve agreed goals or tasks
- Provide leadership to the whole grants finance team to ensure effective performance management
- Train and coach all grant finance and non-finance staff to interpret and apply WVR financial policies and procedures in line with Field Financial Manual and Donor regulations.

#### **Qualifications/Education/Knowledge/Technical Skills and Experience.**

The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training:

#### **Essential and Desirable experience**

- Over 5 years Grants Management, of which at least (2) years must be at a managerial or leadership level.
- Experience managing working large, complex, multi-sectoral grants including working with Sub grantees/Partners.
- Working within a cross-country team model.
- Team management and fragile context work experience is required.
- In-depth understanding of Project donor guidelines, GAAPs, and financial accounting in a fragile context.
- Strong analytical skills and preparation of consolidated grants finance reports.
- Holder of master's degree is preferred
- Holder of a bachelor's degree (Relevant disciplines preferred e.g., Accounts, Finance, Economics etc.)
- Qualified professional Accountant-Full CPA/ACCA
- Proficiency in Computer applications (Excel, Sun systems, Word etc.)
- Sun Systems, Advanced Excel and Donor grant training

#### **HOW TO APPLY**

Interested candidates (**Both South Sudanese Nationals and International**) who meet the above criteria should submit their application, cover letter and an updated CV with at least three referees with their



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telephone and email contacts. Address your application to The Human Resource Manager, World Vision South Sudan

Interested applicants should apply through the link:

Advert Duration	2 <sup>nd</sup> April -20 <sup>th</sup> April 2026
Click this link/copy this to the browser & apply	<a href="https://worldvision.wd1.myworkdayjobs.com/WorldVisionInternational/job/Kuajok-South-Sudan/Zonal-Finance-Manager_JR49365">https://worldvision.wd1.myworkdayjobs.com/WorldVisionInternational/job/Kuajok-South-Sudan/Zonal-Finance-Manager_JR49365</a>

Please note that only shortlisted candidates shall be contacted and documents once submitted will not be returned to the candidates.

World Vision is a child-focused organization that is committed to safeguarding all children as well as adult project participants and has zero tolerance for incidents of violence or abuse against children or adults, including sexual exploitation or abuse, committed either by employees or others affiliated with our work. Therefore, World Vision does not hire staff whose background is not suitable for working with children or vulnerable adults, even if their role does not interact directly with them.

**Disclaimer:** World Vision in South Sudan is a reputable organization that values transparency and fairness in its recruitment process and does not solicit any money for any job application. We encourage all job seekers to be cautious of any job ads that require payment or personal information upfront. If you have any questions or concerns about our job ads or recruitment process, please do not hesitate to contact us directly.



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