



VACANCY ANNOUNCEMENT

POSITION	FINANCE & GRANTS MANAGER-DFID COVID-19
LOCATION	JUBA
START DATE	ASAP
REPORTING	FINANCIAL CONTROLLER
POSTING DATE	15 MAY 2020
CLOSING DATE	4 JUNE 2020,

Overview of the position

General Description of the Programme:

GOAL, an International Humanitarian Non-Governmental Organization (INGO) with a presence in South Sudan since 1985 and has been responding to the ongoing crisis since 2013; with a focus on responding to needs in health, nutrition, WASH and Food security and livelihood. GOAL in South Sudan imp emergency, early recovery and development focused programs through a multi-sectoral programs approach in all the sites including Greater Upper Nile and Abyei Administrative Area—while our resilience-building programmes in Upper Nile State focus on food security and livelihoods. GOAL plans to expand its work to support MoH in delivery quality health care under the HPF3 in Gogrial East, Gogrial West and Twic Counties

Is a grant on DFID to fighting Covid-19 pandemic in South Sudan.

General Description of the Role:

The main purpose of this position is to manage the finance & grant element of the DFID project and to build the financial capacity of our local partners by ensuring proper systems and procedures are being followed and assist with administrative issues as required

Key Duties:

- Manage and review local & International partner NGO budgets, reports and cash requests
- Ensure timely receipt of partner financial reports
- Review all finance documents prepared by partners (and DFID related reports generated by GOAL).
- Consolidate consortium partners financial reports
- Liaise with FC/AFC and partners to ensure that DFID project reports are submitted to DFID in good time and quality
- Review partner documentation required for release of funds
- Review and process partner funds requests
- Ensure compliance with accounting procedures and policies and actively monitor internal controls to minimize risk to the organization. In particular, ensure appropriate cash management procedures are in place and operating effectively



- Closely working with FC/AFC, manage and build the capacity of local partners on financial matters, systems and donor compliance.
- Engage in the completion of partner assessments (organisational capacity assessments etc.)
- Work closely with FC/AFC to ensure that any issues encountered are dealt with smoothly
- Ensure that all DFID project participants have the financial information they require to manage the project.
- Ensure partner spending is in line with signed agreement.
- Monitor and assist program managers with the financial management of programme budgets including expenditure forecasting, and ensuring the Budget Monitoring Tool (BMT) for the HPF project is completed in a timely manner
- Help in preparing management account and updating Month end supporting schedules
- Training and mentoring of GOAL and partner project staff.
- Routine field trips to provide support to DFID programme managers.
- Other duties as requested by the FC/AFC.

Requirements:

- Qualified accountant with at least a bachelor's degree in business administration or bachelor's in commerce majoring in Accounting & Finance.
- Three-four years' experience working in a finance role
- Work experience in busy, changing environment
- Excellent written and spoken English, outgoing personality with excellent communication and training skills
- Excellent computer skills including proficiency in Microsoft Excel and Word and if possible, have knowledge of Sage desirable or a similar package.
- Ability to implement effective projects sometimes with limited resources.
- Good team player, flexible and capable of working with a multinational country team.

Equal Opportunities

GOAL does not discriminate because of ethnic background, colour, age, disability, marital status, religion or gender. All interested and qualified candidates are encouraged to apply.

Safeguarding

Children and vulnerable adults who come into contact with GOAL as a result of our activities must be safeguarded to the maximum possible extent from deliberate or inadvertent actions and failings that place them at risk of abuse, sexual exploitation, injury and any other harm. One of the ways that GOAL shows this on-going commitment to safeguarding is to include rigorous background and reference checks in the selection process for all candidates.

Accountability within GOAL

Alongside our safeguarding policy, GOAL is an equal opportunities employer and has a set of integrity policies. Any candidate offered a job with GOAL will be expected to adhere to the following key areas of accountability:

- Comply with GOAL's policies and procedures with respect to safeguarding, code of conduct, health and safety, confidentiality, do no harm principles and unacceptable behaviour protocols.



- Report any concerns about the welfare of a child or vulnerable adult or any wrongdoings within our programming area.
- Report any concerns about inappropriate behaviour of a GOAL staff or partner.

General Terms and Conditions

This Vacancy Announcement only serves as a guide for the position available. GOAL reserves the right to change this document.

HOW TO APPLY

There are two ways to apply. Please only use one.

1	<p>Submit your cover letter, CV and copies of certificates in a sealed envelope with the position you are applying for stated on the envelope to:</p> <p>Applications should be addressed to the Human Resource Department, Goal South Sudan office Munuki, Juba.</p> <p>Do not submit original documents – GOAL will not be held liable for any lost documents. GOAL does not return applications and will retain documents in accordance with organisational policies.</p>
2	<p>Email your cover letter, CV and scans of certificates to goaljobs@ss.goal.ie</p> <p>State the position you are applying for in the email subject line.</p> <p>Note: GOAL can only receive emails of 5MB or less. GOAL will not be liable to emails not received</p>

Closing date: 4th June 2020, 5:00pm, Applications received after this will not be considered.

Please note that only shortlisted candidates will be contacted.

