

BACKGROUND: -

TITI Foundation is a national non-governmental organization (NNGO) formed by a group of south Sudanese professionals, from varied Educational background and experiences. TITI is an abbreviation of “**TOGETHER IN TRANSFORMATIONAL INITIATIVES**”- promoting progress, peace and prosperity. The organization is registered (with the South Sudan Relief and Rehabilitation Commission (SSRRC), registration number 519 under chapter 3, section 10 of the 2013 South Sudan NGC Act We have been active in South Sudan since 2016 and are committed to the safety and protection of children rights from intentional and unintentional harm. To date, continue to offer responses for returnees, internally displaced persons (IDPs) and the host communities in need of assistance to obtain durable solutions, addressing their food security, livelihood, education, water, hygiene and sanitation, peace building at conflict mitigation and nutrition needs.

JOB DESCRIPTION	Finance Officer Intern
EMPLOYER	Titi Foundation (TF)
POSITION REPORTS TO	Finance Manager
DATE	26.09.2024
CLOSING DATE	15.10.2024

Duties and Responsibilities

- Monitor sub-grants and support the finance department in rolling out an update finance reporting format and assisting the finance manager with the overall grant objective.
- Prepare project monthly financial reports, conduct site visits to assess financial processes, including procurement, and process requests for shifts in budget line items.
- Identifying donor financial reporting gaps and initiating timely remedial measures.
- Ensure donor regulations are adhered to for all aspects of the operation
- Assist the finance manager in the preparation of timely donor reports as per the donor agreements and contracts.
- Check bank reconciliations balance comparing with balance sheet
- Review finance documents up to the assigned authority limit
- Ensure internal control procedures are followed by all cash disbursements, receipts and transfers



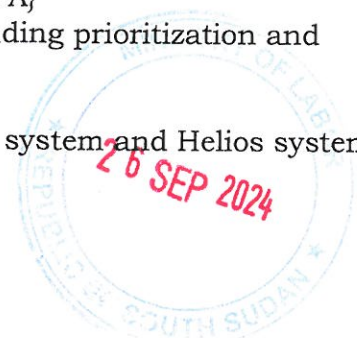
- General finance roles- verifying and paying claims for advances and external payments, drawing vendor contracts, petty cash management, processing insurance and pension scheme registration for staff, monthly remittances and annual returns of statutory deduction reports.
- Collaborate with the program and the project manager to determine the cash needed for weekly activities to ensure activities are going well.
- In collaboration with finance manager, develop and manage risk in the finance department.
- Assist in processing payments of social insurance and personal income tax for project staff
- Track partnership issue and coordinate as necessary key issues with the program representatives and project management committee.
- Maintain excellent cooperation and coordination with TF partners, both local and international.
- Conducting field visits to identify operational gaps, and evaluating accounting systems and procedures.
- Identify deficiencies in financial understanding among the TF staffs and conduct informal capacity building activities and formal training workshops as necessary
- Implement new financial policies in collaboration with the finance manager

Skills, Competency and Knowledge

- BSc degree with a specialization in Finance or Accounting.
- Accountancy professional qualification {ACCA or CPA}
- Ability to plan with good organizational skills, including prioritization and ability to work under pressure.
- Team-working skills.
- Good computer skills: Excel, Word, the purchasing system and Helios system
- Good reporting and communication skills
- Knowledge of multiple donor funding regulations.
- Good knowledge of financial systems.

Experience

- Minimum 3 years proven relevant and progressive work experience preferably with INGO.
- Excellent analytical skills particularly from the point of view of cost-effective financial management.
- Multi-tasking and higher efficiency, Attention to details.
- Proven experience of management of suppliers / contracts and financial systems.
- Initiative and ability to follow up on issues.
- Flexibility under pressure and in response to changing needs



Confidentiality

Ensuring the non-disclosure of any information whatsoever relating to the practices and business of TF acquired in the course of duty or outside duty, to any other person or organization without authority.

Professional standards

The TF and TF workers must adhere to the values and principles outlined in TF way-standards for professional conduct. These are integrity, service and accountability. In accordance with these values, the TF operates and enforces policies on beneficiary protection from exploitation and Abuse, child safeguarding, anti-workplace harassment, fiscal integrity and anti-retaliation, combating trafficking in persons and several others.

Safeguarding policy

The has zero tolerance policy for safeguarding violations by staff, incentive workers, visitors, sub-grantees, suppliers/sub-contractors and implementing partners. Safeguarding at TF is an integral to the organization values and ethics, and staff and associates are expected to take all reasonable steps to prevent the sexual exploitation abuse, and harassment of any person linked to the program by both its employees and downstream partner.

Equal opportunity employer

TF has an equal opportunity employer, considers all applicants on the basis of merit without regard to race, sex, nation, origin, religion sexual orientation, age, marital status, veteran status, disability or any other characteristic protected by applicable law.

How to apply

Application should include updated Curriculum Vitae (CV), National ID, cover letter and Academic documents and submit to email address titifoundationss@gmail.com or Hand delivered to TITI Foundation office, are located behind a blue flag along rock city road opposite Jehovah Witness, Nyakuron West.

Shortlisted candidate will be contacted only and attach photocopies, remember no return of the any documents.

The successful candidate will be subjected to a thorough background check and satisfactory references.

Female applicants are highly encouraged to apply.

