



## **Finance In-Charge (Based in Juba, South Sudan)**

**Alliance for Community Development (ACD)** works in South Sudan providing much needed support to vulnerable communities.

ACD seeks to recruit a finance In – charge to be based in Juba, South Sudan.

Job Description:

Purpose of the position:

The Finance In-charge will provide oversight of matters relating to grants finance compliance, financial risk management, staff capacity strengthening and implementation of strong and effective internal controls for all aspect financial management of ACD South Sudan operations.

This position will supervise finance officers with a view of ensuring that grants financial support is provided for donor, government and ACD compliance is achieved.

Major responsibilities:

Financial Accounting, Reporting and Analysis

- Work closely with officers in the preparation and interpretation of the office monthly financial reports and communicate key indicators to stakeholders.
- Communicate with ACD support offices, donors and management regarding project income, expenditure and reporting.
- Ensure timely submission of end-of-project financial reports and follow up on the project closure-out procedures relating to financial aspects including audits.
- Review all grants/projects financial reports and ensure they are discussed with the project team, shared with donors and support offices and, uploaded in the Financial Report Database within the required time schedule.
- Take lead in the finance responses to respective queries in relation to reports shared with donors, support offices and internal ACD management.



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### **Financial Planning, Resource Acquisition and Management.**

- Support the resource mobilization team and project managers by coordinating and reviewing project budget development. Review and advice on project proposal/budget preparation regarding compliance issues for all prospective sources of funding. Ensure optimum coverage of shared costs in grants proposal budget, that direct project cost is adequate to cover project activities and budget reflect true cost.
- Actively participate in the annual budgeting process for the office. Perform monthly analysis of grant expenses while using the same as a monitoring tool to advise the management on expenditure trends, efficiency ratios and make recommendations for corrective actions where necessary.
- Play a lead role in the implementation of ACD strategic finance initiatives.

### **Risk Management, Controls and Compliance.**

- Review adequacy of internal control issues around grants and make recommendations for improvement.
- Coordinate external audits of grants; ensuring information and documents are promptly provided to auditors for audits to be carried out satisfactorily.
- Ensure submission of timely responses to project audit queries and implementation of audit recommendations within acceptable timelines.
- Advice the management on issues related to grants donor regulations, grants accounting and management, compliance with ACD and donor guidelines/requirements.
- Liaise with relevant departments to ensure full compliance with staff timesheet and blocked party screening
- Contribute to development of local policies, guidelines and procedures. Assist in the implementation of anti-corruption and fraud strategies
- Ensure systems and tools in place for effective monitoring of grants expenditure to avoid overspending, low burn rates and disallowed costs.

### **Leadership, People Management and Capacity Development**

- Coordinate personal and professional development of ACD staff through adequate orientation, on-the-job coaching, mentoring and, identifying learning, training needs and opportunities.
- Responsible for the performance management of finance staff through development of performance objectives, continuous review and feedback and, timely annual evaluations.



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- Provide training in grants management, ACD policies and procedures to ensure understanding and compliance by stakeholders.
- Facilitate non-finance staff to understand and interpret financial statements.
- Develop strong collaborative networks with internal and external stakeholders through effective and timely communication.

### **Requirements:**

- Bachelor's degree in Accounting, Finance, Business Administration or a related field.
- Solid knowledge of grant regulations and policies accounting principles, financial systems budget/cash flow monitoring and internal accounting.
- Experience with computerized accounting systems.
- Strong accounting and analytical skills is desired for this role
- Must possess good communication skills.
- Experience with audit processes (both internal & external)

### **How to Apply**

Interested and qualified candidates should apply on or before **30<sup>th</sup> May 2023 by submitting CVs and relevant documents to [acdhrefice@gmail.com](mailto:acdhrefice@gmail.com).**

**Only Shortlisted applicants will be contacted.**