



Approved
MOI
17/5/2022
19 MAY 2022

Juba Nabari inside CRADA Compound
Thonpiny-Along Kololo Road

+211 923 999 993
+211 912 200 098
+254 712 661 166
+211 922 922 959

info.riseafrica2017@gmail.com

www.riseafrica.africa.org

POSITION Finance Manager (1 position)
DEPARTMENT Finance
LOCATION Juba with frequent visits to the field.
REPORTS TO Programs coordinator
DURATION One year with possibility of extension based on funding availability.
STARTING DATE July 1st, 2022.
ELIGIBILITY South Sudanese Nationals only

ORGANISATION BACKGROUND.

Rise Africa Organization (RAO) is a non-governmental and non-profit Women-Youth led National Non-governmental organization established by South Sudanese like-minded humanitarian activists. RAO was first registered in South Sudan in October 2018 with the Relief and Rehabilitation commission (RRC) No 1853. The organization focus on empowering communities to be healthy, self-reliant and self-sufficient. RAO builds capacities and offers lifesaving intervention to the most vulnerable and low income communities to improve their resiliency, reduce poverty and enhance economic growth, improve Health, Education, Food security and livelihood, Microfinance (entrepreneurship) support & promote access to social justice, fight Gender Base Violence (GBV), Women Empowerment and provide the necessary support to the survivors and enhance and promote human rights and general protection, engage in conflict prevention and peace building and to intervene in humanitarian emergency response for life-saving assistance and WASH activities.

Main Objective of this Job.

The finance manager is directly responsible for maintaining a system of financial record keeping from which to provide the Executive director, the senior Management team and the donors with timely, accurate and meaningful financial management information to enable them to plan, monitor and manage the programme covering both partner programme and field offices effectively. In accordance with RAO's policies and guidelines on financial management, the finance manager is supposed to maintain a system of sound internal and partner controls in order to safeguard RAO's assets, mitigate against the risk of financial loss and fraud and satisfy donor, stakeholders and statutory audit requirements. The Finance manager should ensure the programme's financial accounting records and systems and procedures, both directly and implemented work as well as partners are in compliant with RAO standards, donors, stakeholders and the government requirement.





Major Duties and Responsibilities.

The Duties and responsibilities of Finance Manager will include but not limited to the following:

- A. Work closely with Program and project partner staff in developing proposals (including budgets and activity schedule/plans) and subsequent donor reporting, in accordance with external donor requirements. Ensure that project budgets are complementary to the programme-wide financial strategy.
- B. Set up and maintain appropriate accounting systems and procedures as prescribed in accordance with standard RAO's policies and donor requirements.
- C. Ensures documentation of all completed projects is archived and stored for audit in accordance with RAO's project completion requirements.
- D. Maintain a set of complete and accurate financial records, including all relevant supporting documentation for each project.
- E. Monitor, supervise and assist in preparing all financial statements/completion reports to donors to ensure compliance with contractual and legal requirements.
- F. Regularly advise project and partner staff on finance systems and controls and how to effectively supervise the finance function in their various locations.
- G. Oversee briefing and training of new staff on financial procedures relevant to the role.
- H. Facilitate visits by, and meet the requirements of external and internal auditors.
- I. Conduct regular field visits to project sites and partners to monitor compliance with financial procedures, review activity progress and assists managers in identifying the financial implications of changes in proposed activities and revising budgets as required.
- J. In conjunction with the RAO' top management HE/SHE ensures that the programme is compliant to financial policies and procedures set out by RAO' financial control systems.
- K. Monitor procedures to prevent and mitigate against fraud as per the fraud prevention and responses plan.
- L. Contribute to risk management by monthly updating the risk matrix with assessment of potential financial risk and supporting the implementation of risk mitigation plans in RAO' risk management plan.

Desired Skills:

- A. Proactive and anticipative working style; effective working with people from different backgrounds.
- B. Highly developed interpersonal and communication skills including diplomacy, negotiations and ability to work with staff from diverse background and cultures.
- C. Excellent planning, coordination and reporting writing skills.
- D. Excellent team player.
- E. Excellent in proposal development, writing & fund raising.





Communication and coordination

- A. Strong communication skills (spoken and written) including the ability to produce written reports in a clear and a concise style, to deliver training presentation to external audiences as well as internal capacity building.
- B. Collaborate with other humanitarian agencies and government stakeholders i.e. Government line ministries including RRC, NGOs and UN agencies to promote and enhance the good relationship and harmony.
- C. Ensure comprehensive and timely donor communication (e.g. reporting as well as meeting donor demands)
- D. When required, give representations at donors' events as well as preparation and supervision of project visits with donor representatives to field locations.
- E. Support RAO Head offices establishing strong relations with in-country institutional representatives of current and potential future donors.
- F. Strengthening relations with key donors to enhance the organization's funding capacity.

G. Education qualifications, skills and experience.

- H. At least **5 years** demonstrated relevant work experience in the same field preferably working a complex humanitarian /emergency context.
- I. Professional Bachelor degree from accredited university in Banking and finance, Economics, Business administration, Accounting or any other related discipline with demonstrated experience.
- J. Ability and flexibility to understand the cultural and political environment around the work environment.
- K. Experience working with UN agencies, International non-governmental organisations, National Non-governmental organisations, civil society and community-based organisations, Private financial institution particularly in South Sudan.
- L. Possess technical knowledge of project design and developing financial systems for organisations.
- M. Experience in overseeing organisational financial compliance and supporting internal/external audits.
- N. Proven experience in planning and budgeting and institutional donor financial reporting.
- O. Proven experience in using Financial software systems and Very good IT skills especially Excel, MS word, MS office and good experience in report writing.
- P. Demonstrated analytical, systematic thinking, and problem solving skills are definite assets.
- Q. Strong understanding of accountability and proven ability to build client feedback systems.
- R. Strong English language and knowledge of Arabic is an asset.

This position is open to South Sudanese Nationals only and all applicants should be in possession of Nationality IDs/Jinsia or their travelling Passports.





How to apply.

Suitable and Qualified candidates should Submit their Application letters, Detailed CVs indicating their daytime phone number, 3 professional referees with their phone numbers and their email addresses, cover letter explaining among other things why you think you are the best candidate for this position. In the email subject, please indicate the position you are applying for as indicated above. Email your application to recruitment.rao22@gmail.com not later than **Friday 3rd, June, 2022 at 12 noon. Late applications will not be considered. Eligible female candidates are highly encouraged to apply.**

Hard copies can also be dropped at our main Juba office, located at (CRADA compound, near Faith Nursery and primary school) Hai Juba Nabar, off American Embassy, Catholic University road. Behind the office of the vice president.

NOTE: Do not enclose the original copies please. Send photocopies only. We shall not be held responsible for loss of any document. Originals will be asked only during interview date from the shortlisted candidates. Also indicate on the envelope the position you are applying for. Only shortlisted candidates will be contacted for subsequent interviews. Applications once submitted are not returnable.

