



JOB ADVERTISEMENT

Job Title:	Finance Manager
Location:	Yambio, South Sudan
Start Date:	As soon as possible
Duration of Contract:	One-year Fixed-term contract
Reports to:	Operations Manager
Application Due Date:	Monday, 03 July 2023

FFI is seeking an experienced finance professional to fulfil the role of Finance Manager, who will lead and support all aspects of finance for Fauna & Flora's Programme in South Sudan. Working closely with the operational and technical teams across the South Sudan Programme, the successful candidate will support all aspects of the financial management of donor funds along with being responsible for general finance related tasks.

The successful candidate will have experience in financial management and budgeting, including experience in treasury management, fund management, donor compliance, financial accounting, budgetary procedures and policies, internal control and audits. The candidates will ideally possess a background in an I/NGO environment and demonstrate commitment to FFI's organisational values.

Specific Duties:

Financial management

- Support Fund Managers with financial reporting (internal and donors) and keeping financial milestones up-to-date in the Fauna & Flora fund management software/system
- Lead the financial management, financial reporting and internal control systems, ensuring they are functioning and that all relevant records are well maintained, accurate and complete
- Analyse accounts and review/evaluate regular financial reports to Fauna & Flora Management
- Identify problem transactions and irregularities in related accounts, resolve them in a timely and effective manner
- Escalate any finance compliance issues to the Operations Manager
- Maintain existing financial systems including but not limited to the general expenses processing, travel expense claims processing and income & expenditure records
- Assist in the processing of financial transactions on Fauna & Flora Accounts System, in line with Fauna & Flora's Global Delegations of Authority
- Monitor procurement to ensure that it complies with internal policies and procedures and funder and donor requirements
- Ensure timely accounting record (posting), reconciliations and nominal codes allocations for the grant(s) running within the South Sudan programme
- As relevant, assist in partner capacity assessment and capacity building with regard to financial management and systems

Payroll

- Support the accurate computation of withholding taxes and social security contribution and process payment to relevant authorities within the legal and required deadline, allowing for contingency time in case of any delays
- Support the processing of relevant taxes, social contribution and ensuring any deduction are withheld and additions are accurately calculated and released on schedule

- Support on updating Fauna & Flora UK on any changes to payroll or relevant information

Treasury management

- Coordinate cashflow management: cash movement between offices and ensure withdrawals and deposits are reported in line with the established policies and procedures
- Assist the Operations Manager with bank account management
- Consolidate cash flow forecasts from Fund Managers/Project Managers and inform Operations Manager
- Conduct regular and spot-check cash counts and submit report as required ensuring any variance observed is resolved, explained and/or investigated.

Accounting system management

- Process transactions adjustments/moves/changes on active funds as requested by relevant fund managers.
- Process monthly cost recovery of all prepayments including but not limited to field office rent, field office internet, Staff health insurance, etc.
- Review and post expenses claims uploaded ensuring accurate allocations and reconciliation against their corresponding advances
- Prepare monthly cashbook reconciliations in a timely manner
- Regularly review staff advances and follow up on any outstanding advances in a timely manner
- Prepare the month-end and year-end budget templates in line with the established procedures
- Supervise the release of all payments issued to vendors, consultants, etc as soon as signed by all signatories for payment

Budget management

- Support Fund Managers and Project Managers in developing grant budgets as needed for the programme
- Support the development and monitoring of South Sudan annual institutional budget
- Support Fund Managers and Project Managers in the monitoring/tracking of expenditures to ensure they remain within agreed budget levels

Audit

- Support Fauna & Flora and Donor audits and liaise with external auditors for audit schedule and planning
- Support the audit process (in-country and UK) and seek clarification and responses from the relevant Managers on any audit queries and/or recommendations and findings as necessary

People management

- Contribute to and lead the recruitment of finance staff including development of job description, recruitment process, and induction
- As required, provide effective and motivational management to line reports through objective setting, continuous performance management, annual appraisal, training provision and personal development planning

Other duties

- Complete and submit timesheets monthly and ensure the same is done for staff in the Operations team as delegated by the Operations Manager

- Ensure maintenance of appropriate internal control and financial procedures as per FFI guidelines, policies and procedures and identifying and proposing modifications as needed
- Review and organize the filing system of accounting documents and check compliance and completeness of the scanned URNs and other accounting supporting documents
- Ensure completeness and compliance of scanned accounting supporting documents of the Country Programme in the online platform
- Any other related duties as assigned by Country Manager, Operations Manager and Finance Business Partner from UK
- Attend regular Team meetings.

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Excellent organisational skills, with a structured and methodical approach to work • Excellent financial analysis skills, with emphasis on problem solving and critical thinking • Excellent numeracy and analytical skills, applied to financial management, including variance and costing analysis • Excellent verbal and written communication skills, including report writing • Advanced skills in Microsoft Office including Outlook and Excel spread sheet and finance / accounting / reporting systems • Fluent spoken and written English 	Fluency in Azande or Balanda (written and spoken)
Knowledge and experience	<ul style="list-style-type: none"> • Qualified accountant or an appropriate finance related qualification (e.g. ACCA, ACA, CPA, CIMA) and/or with relevant and demonstrable finance experience • Experience of communicating financial information to non-financial staff • Experience with statutory and regulatory compliance frameworks • Experience with using accounts projects (QuickBooks, Sage, etc) • Able to monitor and review expenditure, recognize errors and issues including fraud • Proven ability of capacity building and coaching staff in good financial standards, systems and processes as well as donor compliance and accountability 	<ul style="list-style-type: none"> • Experience with budgetary procedures, policies and practices • Experience in reporting to UK or other internationally based headquarters • Experience in working with diverse group of stakeholders including government, civil society and donors

	<ul style="list-style-type: none"> • People management skills, including being able to lead, supervise and coach staff in sound financial management skills 	
Behavioural Qualities	<ul style="list-style-type: none"> • Demonstrates rigour, diligence and meticulous attention to detail in approach to work • Commitment to FFI's values and mission • Self-motivated, independent and resourceful • A considerate team player, with ability to seek out views of others and build positive working relationships • Experience in providing financial coaching/training for non-financial managers • Confident in managing work in remote settings • Ability to work under pressure and to deal with challenges in a positive and constructive way • Ability to work within a multi-cultural environment 	
Other	<ul style="list-style-type: none"> • Pre-existing right to work in South Sudan • Ability and willingness to travel through Western Equatoria State, and Juba as required. 	

How to Apply

Applications, consisting of a covering letter explaining why you feel you should be considered for this post, a full CV (tailored to the role as advertised, highlighting relevant experience and achievements) and contact details for two referees (who will not be contacted without your permission) should be sent to Rachel.Belkin@fauna-flora.org

Hard copies of application can be dropped off in Yambio (FFI Compound, Masia).

Please mark your application 'Finance Manager'.

The closing date for applications is **Monday, 03 July 2022**.

