



CBM is an international Christian development organization, committed to improving the quality of life of people with disabilities in the world. CBM addresses disability as a cause and consequence of poverty, and works in partnership to create an inclusive society for all.

### Finance Officer

#### We are looking for someone who will ensure

- Participate in Programme design and proposal writing;
- Take lead in Partner Budget Application Process – Mentorship/inducting of partners on; budget development and review; compile budget summaries; Uploading approved budgets into NAVISION; making necessary revisions as maybe required; providing budget Notifications to Program Team for sharing with partners;
- Provide partner trainings or capacity building as required including inducting partners on CBM contractual obligations, procedures and requirements including reporting templates, statutory requirements;
- Contribute as member of Team of Competency in Partner Assessments, compliance checks as required.
- Take lead in strengthening partner capacity in internal control systems and processes to ensure that financial resources as used by partners are in compliance with CBM financial policies, standards and procedures, and with specific donor requirements and contracts and provide training/coaching as needed;
- Review and upload final version of reports and relevant project documents on Share point in a timely manner as per CBM reporting schedule;
- Critically analyze partners' financial reports for compliance against approved budgets; (e.g., PPR, CBM Project Financial Checklists, consolidated reports for consortia partners);
- Maintain status of all PPRs and other FIN reports received, reviewed and imported in NAV or shared with the Finance and Grants Specialist as per CBM reporting schedule;
- Carry out NAV import and export transactions such as AOR, ROF, partner profiles, and project cards, quarterly PPRs, reports received etc.;
- Review and reconcile partner YECRs with PPR and audit report within given deadlines including follow up on issues raised in the management letter;
- Jointly with programme team conduct partner field visits perform tasks such as inducting partners on CBM finance requirements and procedures, spot checks on finance management, internal controls in place and progress on capacity improvement recommendations;
- Review designated quarterly finance/narrative reports, year-end closing reports paying special attention to completeness, adherence to CBM format, burn rate within approved budget and supporting documentation.
- Support tracking and monitoring of partner's budget implementation rate (BIR) in relation to fund transfer rate and ensuring partners receive project funds on time;



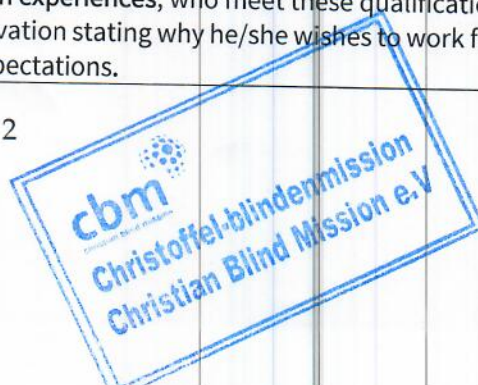
- In liaison with Program Team, prepare partner savings/unspent funds for approval before lapsing, re-allocation, re-designation and/or re-utilization;
- Support in the continuous updates and follow ups of partners issues log identified during field monitoring, compliance visits and audits;
- Support to CBM accounts management - (Business Central), Petty cash Processing, Travel claim Processing, Online Payments and generation and sharing of monthly South Sudan Country Office budget monitoring reports;
- Maintain CBM South Sudan Country Office cashbooks;
- Maintain petty cash boxes for cash payments or refunds of petty cash, and travel claims and advances and in the absence of Finance Assistant, prepare cash reconciliations for the cash verification exercise;
- Process imprest requests, ensuring the documents are correct, within agreed budget, and supported with required documentation before submitting for approval;
- Carryout regular invoicing, writing of cheques, preparing online payments and follow-up on all debtors;
- Safekeeping of all cheque books, receipt books and cash vouchers;
- Support in tracking and providing needed reports for South Sudan budget transfer and implementation rates, on request;
- Respond to partner and staff inquiries, maintain good customer relations and solve problems within scope of work;
- Support budget management ensuring all expenditure is within approved and available budget;
- Stay current with all regulations, practices, tax laws, reporting requirements and industry trends, and advice the line manager of the same.

**We are looking for someone who has;**

- Degree in Finance, Accounting, Business Administration and B.Com.
- Professional qualifications in accounting (CPA or ACCA) is an added advantage;
- At least 2 year's work experience in similar field, particularly with international NGOs or international development organization is preferred;
- Working knowledge of programme/budget cycle management, procedures, and donor requirements is an added advantage;
- Ability to maintain accounting systems which handle large amounts of information;
- Ability to work with minimum supervision
- Effectiveness at team work and interpersonal relationships
- Keen analytical skills
- Experience of working with persons with disabilities or promoting disability rights is a distinct advantage.

**Application Procedures:**

Candidates with the required profile and proven experiences, who meet these qualifications, are invited to submit via link below, a letter of motivation stating why he/she wishes to work for CBM, CV, three professional references and salary expectations.



Email : [Info.Southsudan@cbm.org](mailto:Info.Southsudan@cbm.org)

Applications can be delivered directly at:  
Christoffel-Blindenmission Christian Blind Mission e.V.  
Buluk Eye Centre ,400 Meters South Ministry of Petroleum  
Juba, South Sudan, Opposite Sudan Embassy

Application deadline: 24<sup>th</sup> September 2022

The future job holder will adhere to CBM's values and commits to CBM's Code of Conduct, CM policy preventing Fraud and Corruption and Safeguarding Policy. CBM encourages persons with disabilities who meet the qualifications to apply for this position. For further information about CBM's inclusion policy, please visit our Resources & Publications section at <http://www.cbm.org>

Only short-listed candidates will be contacted.

