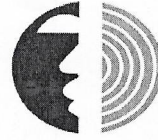


**Strategic Initiative
for Women in the
Horn of Africa**

SIHA Network



50-H-3
Approved by
Inspector of Labour
29/5/2024



JOB DESCRIPTION – RETAINER FINANCE CONSULTANCY FIRM

Applications are invited from qualified Registered Firms for the position of RETAINER FINANCE CONSULTANCY IN SOUTH SUDAN.

Position: Retainer Finance Consultancy Firm

Location: Juba

Duration: 6 months with possibility of extension

Start date: ASAP. Applications will be reviewed on a rolling basis.

CONTEXT

The Strategic Initiative for Women in the Horn of Africa (SIHA) is a civil society coalition bringing together grassroots women's rights organizations from Sudan, South Sudan, Somalia, Somaliland, Djibouti, Ethiopia, Eritrea, Kenya, and Uganda. Established in 1995, SIHA aims to strengthen the capacity of women's rights organizations in the Horn of Africa, contributing to the empowerment of women and advocating for effective change. SIHA operates as a regional platform for mobilizing activists, vulnerable groups, and marginalized women, men, and girls to challenge the root causes of problems faced by women and girls in the Horn of Africa Region. More information about SIHA is available at www.sihanet.org

SUMMARY

SIHA is running a medium operation in South Sudan with two operation locations, in Wau and Juba. SIHA also extends support to partners in Bentio and central Equatoria. We have 8 Staffs spread over the locations.

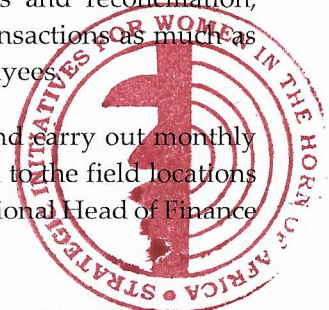
We seek a fiscal agent /financial management firm with experience working with complex Excel files and QuickBooks to manage and oversee our financial transactions in South Sudan.

The SIHA is seeking a Finance Consultancy firm with experience working with complex Excel files and QuickBooks

The Fiscal agent /firm will be a key player in our financial management, working closely with the South Sudan team and collaborating with our regional office in Kampala. This role will be based in Juba, with occasional travel to field locations for financial management tasks or necessary engagements.

The fiscal agent/Firm will take charge of financial document verifications and reconciliation, mainstream SIHA's financial operations, support SIHA in reducing cash transactions as much as possible and strengthen our direct transactions with service providers and payees.

The fiscal agent /firm will oversee SIHA bank transactions in South Sudan and carry out monthly reconciliations. This position will be based in Juba, and may be asked to travel to the field locations during audits or necessary engagements. The firm will report to the SIHA Regional Head of Finance



with a matrix to the SIHA South Sudan Senior Programme Officer.

The firm will provide accounting services and establish compliance procedures according to South Sudan compliances and SIHA financial policy. The position requires a solid understanding of South Sudan compliance, the banking system and NGOs' work.



GENERAL RESPONSIBILITIES

Financial Management

- Assist with in country activity Budgeting, Planning and Financial Control
- Responsible for the monthly budget execution, including the monthly forecasts, planning and cash flow management;
- Ensure that the monthly budgets match the annual budget (budget versus actuals- BvA)
- Present & facilitate review of actual to budget expenditures with Regional Head of Finance and Country Program Team in south sudan.
- Compile and timely submit the monthly financial report as per the specific SIHA requirements.
- Provide recommendations for budget realignments as required.
- Provide monthly bank reconciliations on a timely manner

Financial Control and Monitoring

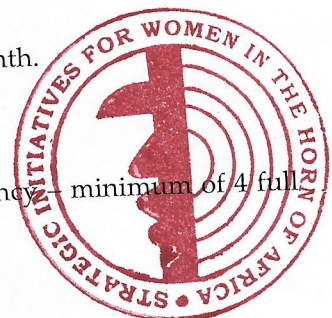
- Ensure adherence to finance policies, systems and procedures for SIHA Network, Donors and Statutory regulatory requirements for South Sudan;
- Review and account for procurement transactions to ensure adequate supporting documentation, accuracy of amounts and control over payments;
- Maintains the organizations system of accounts ensuring all accounting data is updated, reconciled and fully supported;
- Support internal and external audit procedures.

Cash and Transaction Management

- Manage the organization's cash flows, and record all cash transactions;
- Oversee preparation and execution of bank orders as needed and oversee transactions;
- Prepare weekly/monthly payments roll-out;
- Make payments to the beneficiaries for activities implemented.
- Ensure maintenance of accurate records of financial transactions of the country office in order to monitor financial status of all project activities.
- Administer petty cash and keep appropriate financial records.
- Provide cash and timely bank reconciliation by the 5th of every month.

ESSENTIAL SKILLS, KNOWLEDGE, AND COMPETENCIES

- Previous NGO working experience as Retainer Finance Consultancy - minimum of 4 full years a requirement;



- Experience working with busy NGO and key donors including the UN system
- Ability to easily work with Excel and other data base tool such as Quick books
- Critical thinking and leadership in Finance analysis;
- Must be assertive but empathetic and has the ability to easily talk to different people;
- Ability for teamwork and lots of patience in a changing environment and needs;
- Knowledge and experience using a financial system – QuickBooks at advanced level.
- Basic knowledge in Auditing

Qualifications

- Bachelor's degree in any finance related field is a must for the Lead consultant
- ACCA or CPA qualification will be an asset
- A master's degree in finance related training will be an added advantage.

To apply for this position, please send your Profile (Max 5 Pages) through the link <https://airtable.com/appJvKRIL80w0OyXU/shr3OROhGN9r1yRtM>

Please note that profiles longer than 5 pages will not be considered

Deadline of Application: June 19th, 2024

This position is open to registered companies in South Sudan Only.

