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CATHOLIC RELIEF SERVICES INTERNAL/EXTERNAL JOB ADVERTISEMENT

Job Title: Finance Officer

Department: Finance

Band: 6

Reports To: Grants Accountant / Sr. Finance Officer (Grants)

Country/Location: Juba

Job Summary:

You as regular staff will help coordinate and contribute to the implementation of the Country Program's (CP's) accounting systems, policies and procedures in compliance with CRS' established accounting standards, Generally Accepted Accounting Principles (GAAP), donors' rules and regulations, and legal requirements to support high-quality programs serving the poor and vulnerable. You will efficiently perform accounting services through documenting financial transactions by compiling, analyzing, and verifying account information; preparing account entries; and delivering financial reporting services. Further you will assist CRS South Sudan Program Finance department especially Grants Unit for grants management, budget management, projects' financial reporting, recording entries in Project Insight ERP & ePBCS, grants tracking & filing and sub-recipient financial management.

Job Responsibilities:

- Review and validate supporting documentation before processing of financial transactions to ensure all required documents are accurate and complete and authorizations are in place.
- Ensure setup and maintenance of all data required for processing financial transactions for assigned accounts in Project Insight in financial accounting package.
- Support grant management by working on financial section of projects during start-up, implementation and grant closure.
- Assist Senior Grants Accountant in projects/grants financial reporting and invoice preparations.
- Keep grants tracking and filing (updating Shared Drive / Gateway records etc.), provide photocopies/scan documents of required journal entries for donor financial reporting and audits.
- Assist Program Managers in development of Budget Detail Forms and Budget Amendment Forms.
- Assist Senior Grant Accountant / Program Managers in monthly drill down report / detailed transaction reports for project expenses using Insight ERP (ePBCS) and monthly review of Budget Comparison Reports.
- Perform regular grants monitoring visits to sub-recipients ensuring that sub-recipients are in compliance with local accounting laws, SRFM Policy and CRS/sub-recipient agreements.
- Certify sub-recipients' financial monitoring reports by verifying the supporting documents as per SRFM Policy. Process monitoring reports for approvals and preparing journal entries in Insight. (Certification is a proof that reports are correct, complete and costs are allowable under the sub-recipient agreement).



- Review and process the Liquidation of Sub-recipient Advances, Sub-recipient advance requests and processing Sub-recipient payments.
- Prepare SR aging report and SR Budget Comparison Report; and share with concerned Staff (Sr. Grant Accountant and Program Manager).
- Keep an up-to-date tracking list of receipt of cash forecasts and liquidations from each sub-recipient and date of disbursements. Ensure that balances in tracking sheet match to balances in Insight ERP/ePBCS.
- Perform any other task assigned by Supervisor and/or Finance Manager/HoOPs.

Typical Background, Experience & Requirements:

Education and Experience

- B.A. degree in Accounting, Finance, Economics, Business Administration with courses in accounting
- Minimum of two years' experience in a position with similar responsibilities, preferably with an international or local NGO, or a financial/banking institution.
- Knowledge of the relevant public donors' regulations preferred.
- Proficient in MS Office packages (Excel, Word, PowerPoint, Visio), Web Conferencing Applications. Knowledge of Insight Oracle (ERP), SunSystems financial accounting package or similar financial reporting software preferred.

Personal Skills

- Excellent analytical skills with ability to detect and report inconsistencies
- Accuracy and completeness with great attention to detail
- Ethical conduct in accordance with recognized professional and organizational codes of ethics
- Proactive, resourceful, solutions oriented and results-oriented
- Ability to work collaboratively

Travel Required: 30% travel to the field

Key Working Relationships:

Supervisory: None

Internal: Finance staff, CPs' PQ/MQ Staff, Heads of Operations, Head of Programming, HQ Internal Audit and Regional Compliance Team

External: Partners, Donors, Auditors and Government Departments

Agency-wide Competencies (for all CRS Staff):

These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- Trusting Relationships
- Professional Growth
- Partnership
- Accountability

Gender Competency (for all CRS Staff):

- Values Gender Diversity - Recognizes the importance of having a gender diverse team and promotes a safe and inclusive environment for all staff.

Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

- ❖ ***Equal Opportunity Employer***
- ❖ ***By accepting this job, I understand and acknowledge that CRS requires its staff to treat all people with dignity and respect and to actively prevent harassment, abuse, exploitation, and human trafficking. Further, I understand that if I am a successful candidate, I will be subject to a comprehensive background check, and my personal/professional references will be asked to evaluate my behaviors related to the above safeguarding-related topics.***

Application Submission:

Interested Candidates should submit a **Non-refundable** application letter and CV together with the names of three professional referees not later than **September 22, 2021**. Application should be submitted to CRS' Office in Juba or by email to: southsudanvacancies@crs.org

Only short-listed candidates will be contacted