

World Vision®

*Our Vision for every Child, Life in all its Fullness; Our Prayer for every heart, the will to make it so.*

**Building Brighter Futures for Vulnerable Children**

## **JOB OPPORTUNITY AT WORLD VISION INTERNATIONAL – SOUTH SUDAN**

World Vision is a Christian Relief, Development and Advocacy Organization dedicated to working with Children, Families and Communities to overcome poverty and injustice. World Vision serves all people, regardless of religion, race, ethnicity or gender. All employment in World Vision is conditioned upon successful completion of all applicable background checks, including criminal record checks where possible.

World Vision South Sudan is now seeking for a qualified and dynamic Individuals (**Man or Woman**) who are willing to share in our vision and promise to Children, to join us in the role below:

**Job title:** Grants Finance Compliance Coordinator  
**Reporting to:** Grants Finance Manager  
**Location:** Juba  
**Availability:** As soon as possible

### **Purpose of the position:**

The Grant Finance and Compliance coordinator will support Grants Finance Manager to develop tools for successfully manage consortium budget and Reporting and providing financial analysis of the project's performance to inform decision making processes. The Coordinator will work with finance staff from World Vision and sub-agreement partner agencies (national and International sub grantees) and will Support Finance manager to oversee the coordination of reporting that adheres to all agency's financial protocols. S/he will work closely with the World Vision Zonal Finance Managers to submit accurate, reports in line with Donor requirements.

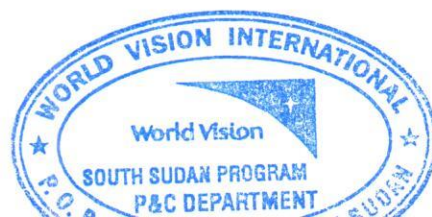
### **Major Roles and Responsibilities**

#### **Financial Reporting and Compliance**

- Preparation of financial reports (sub grantee and other special projects) on monthly basis and analyze spending trends and provide feedback to Sub grantees on areas with significant over/under spending
- Participate and support in Project -end closure processes

#### **Projects Audit and Spot checks**

- Take lead in FEED /DFID/EU and other Juba based projects spot checks where WV implements through sub – grantee
- Coordinate Multilateral external Audits (if necessary)





- Ensure any Audit recommendation affecting area of responsibility are cleared within 90days after issuance of audit report (both internal & external) for WV and Partners
- Play active role in maintenance of internal controls by ensuring laid down procedures are followed and Zero tolerance to Fraud is adhered to.
- Maintain an adequate filing system for all financial and accounting deliverables to ensure ease of access during internal/external audit
- Perform expenses verification on monthly basis
- Conduct WV Field Financial Review and Sub Grantee financial review on regular basis and follow-up on the implementation of recommendation.
- Conduct sub grantees/Partners capacity assessment and monitoring reviews

#### **Planning and budgetary control**

- Participate and Support Grant Grants finance manager and Sub grantee in budget proposal development, budget amendments and closeouts.
- Ensure Support cost recovery is built-in each sub grantees budget.
- On monthly basis review Sub grantee financial reports for variances between approved budget and expenses follow-up with sub grantees.

#### **Reimbursable Grants**

- Perform sub grantees advance reconciliation on monthly basis
- Ensure that partners Funds are liquidated on time to avoid blockage
- Work with the Grants Finance Manager to follow up partners on pending liquidation
- Ensure Funds received are correctly recorded and booked in the system
- Work with other members from finance to able to do SAs , for PBAS commitments

#### **Assets and Inventory Monitoring**

- Ensure project fixed assets are updated and registered on regular basis
  - a. Maintain an asset tracking system for projects
  - b. Maintain and update the permanent Assets Register with information from the Asset Transfer Forms.

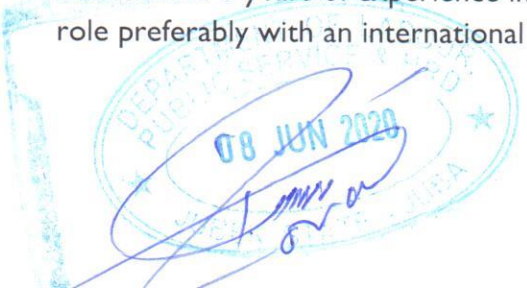
#### **Financial Capacity building**

- Capacity building to finance staff and non-finance staff on budget management and other financial management skills. Capacity build both finance and not finance teams including subgrantee/partners
- Support Grants finance manager to Facilitate training sessions on grants management, general accounting, internal controls and administrative systems
- Occasionally participate in any such consortium meetings to foster compliance and to address any financial issues
- Ensure that sub-grant related processes and procedures are consistently implemented through the use of compliance checks and agreements.
- Support Grants finance manager to undertake periodic visits to the field in order to support partners and put forward recommendations for improvements where appropriate

#### **Qualifications: Education/Knowledge/Technical Skills and Experience**

The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training:

- Bachelor's Degree with strong academic record in Accounting/ Commerce/Finance
- Professional: CPA/ACCA Section I completed – **A MUST**
- Minimum of 3 years of experience in a finance/accounting/Grants in Manager level or equivalent role preferably with an international NGO and demonstrate ability in supervision



- Demonstrated experience in developing and managing large budgets, with preference for previous experience working in a consortium
- Technical Skills & Abilities:
- Intermediate to Advanced skills in Excel a must
- Sun-systems software desired and SUN 6 experience a distinct advantage
- Experience in managing major donor funds and subgrantee
- Working knowledge of Grants operations, finance services and practices is an added advantage.
- Good planning and organizational skills
- Tact and diplomacy in dealing with staff-related to work environment needs
- Ability to maintain effective working relationships with all levels of staff and public
- Ability to learn new skills/systems
- **South Sudanese Nationals only**

**World Vision South Sudan is willing to pay a competitive salary and benefits to the right candidate.**

#### **HOW TO APPLY**

Interested candidates (**South Sudanese Nationals**) who meet the above criteria should submit their application, cover letter and an updated CV with at least three referees with their telephone and email contacts. Address your application to: **The Human Resource Manager, World Vision South Sudan.**

**Qualified female candidates are STRONGLY encouraged to apply**

**Indicate the position you're applying for in the subject line.**

Applications should be submitted to this email [recruitsdno@wvi.org](mailto:recruitsdno@wvi.org) or drop to any World Vision offices.

**Closing date for receiving applications is: 24<sup>th</sup> June 2020**

Please note that only shortlisted candidates shall be contacted and documents once submitted will not be returned to the candidates.

