

VACANCY ANNOUNCEMENT

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Approved
10 FEB 2025

Action Against Hunger is a non-governmental organization whose aims and mission is to save lives by eliminating hunger, under-nutrition, particularly during and after emergency situations like disasters. Action Against Hunger focuses on nutrition, health and healthcare practices; food security and livelihoods (FSL); water, sanitation and hygiene (WASH) and advocacy.

Action Against Hunger USA is currently looking for a qualified **South Sudanese Nationals** to fill in the position of **Budgeting and Reporting Manager 01** position to be based in Juba

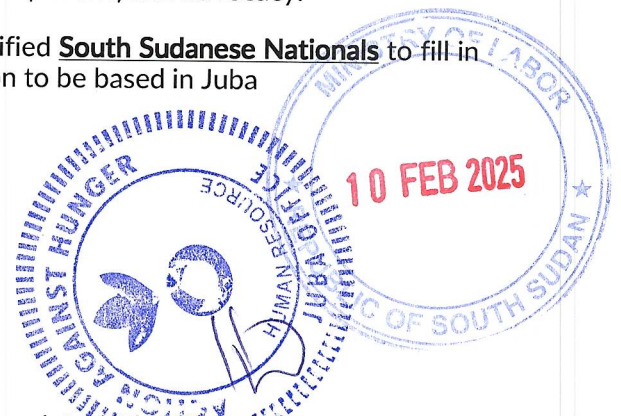
Position open date: **February 10, 2025**

Closing date: **February 27, 2025**

Expected Start date: **April 2025**

Contract Duration: **8 Months with possibility of extension**

Location: **Juba**



Action Against Hunger-USA is part of the Action Against Hunger International network, which provides humanitarian relief in over 40 countries worldwide in the sectors of nutrition, health, water/sanitation, and food security. Action Against Hunger-USA, an independent NGO, currently manages operations in seven countries: Kenya, South Sudan, Tanzania, Uganda, Ethiopia, Haiti and Somalia. Action Against Hunger-USA has approximately 1,500 staff based in the various country offices, Head Quarter in New York City and Operational Centre in Nairobi. Additional growth is anticipated.

I. SUMMARY OF POSITION

The Budgeting and Reporting will be responsible for effective delivery of finance functions within the mission supporting the Finance Director in ensuring consistent level of finance & accounting management, compliance, budget management, treasury forecasting, stakeholder collaborative support including sub-grantees & partners, staff performance management and trainings.

PURPOSE

With the growing need for accountability, efficiency and effective systems, budgeting and reporting manager is charged with responsibility of enforcing compliance to Internal Control Procedures through preventive checks, provide support in grant budget preparation, reporting in line with the ACF and donor regulations, supervise monthly accountancy and reporting while ensuring reliability, accuracy and timeliness of mission's Financial information.

ENGAGEMENT

The Budgeting and Reporting manager will hold an interactive relationship with the mission's Human Resources, Logistics, Program Teams i.e. Technical Heads of Departments, Heads of Bases and all stakeholders. These engagements are important to facilitate technical support, support supervision, exchange of information, collaboration, planning, risks analysis & mitigation and efficient and consistent flow of communication within the organization and with external parties.

DELIVERY

The Budgeting and Reporting Manager deputize the Finance Director will objectively oversee monthly Accountancy & Reporting, support budget Development, Grant Management and Donor reporting; support preventive check assignments, donor audits, review of internal controls and suggest recommendations; facilitate mission staff training in financial procedures and policies and reinforce positive staff performance through coaching, mentorship, feedback and performance management.

II. ESSENTIAL JOB FUNCTIONS

Finance supervisory role and enforce realistic monthly Budget Management procedures:

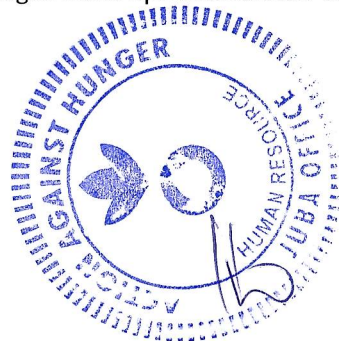
- Provide technical support to strengthen capacity of mission Finance Team through organized training sessions, monthly accountancy review, OJT, interactive work sessions & feedback.
- Support the Finance Director in the preparation, revision and maintenance of mission Country Financial Plan and consistent updates
- Support Program staff and all stakeholders in preparing grant budgets for new proposals or realignments to ensure adequate coverage of all costs – program & operation costs.
- Prepare the new budget parameters, upload in both Sylogist and Link subsequently informing all stakeholders to facilitate project execution
- Assisting in the preparation of Shared Program Cost allocation processes and methodology for overarching costs that comply with donor regulations on allowable costs
- Preparation of the monthly timesheet planning and allocation worksheet and sharing with mission HR to support staff preparation of monthly timesheets
- Participate in the monthly Grant review meetings and present the spending status
- Attend and provide support in all grant Kick-Off, review and closing meetings
- Relationships between the elements within monthly BFUs are analyzed & interpreted in light of monthly finance reports/commitments, unusual features or significant issues within financial data identified, corrective journals passed & monthly BFU review meeting action points addressed on schedule
- Ensure accruals at each grant closure are accurate, valid and liquidation done within donor liquidation period.
- Analyze Z1 approved funding versus expenditure allocations and share with Finance Director on a monthly basis.

Donor Receivables, Reporting and Coordination of Audits:

- Maintain monthly donor receivable reconciliation supported by invoice analysis or funds transfer requests per donor
- Support preparation of timely donor financial reports in line with donor provisions per agreement for review by the Finance Director before submission.
- Maintain each donor financial report files in No Hunger Forum by donor for reference and retrieval where required
- Facilitate management and archiving of contracts, support documents and files for easy retrieval when required for audit or reference.
- Maintain Audit Findings Register and Audit Follow up status tracker for reference, action and follow up to conclusion of audit recommendations.
- Support pre audit and participate in audit activities by ascertaining completeness of audit sample support documents and check validity of corresponding accounting data with the intermediary and final reports.

Staff Management, Training and Continuous Learning:

- Maintain Performance Management, Assess & Strengthen Technical Capacity Of Direct Finance reports through monthly Ten Minutes Conversations, Feedback, coaching, On the Job Training, Performance Management and Evaluation.
- Support direct reports in identifying relevant training needs and encourage staff enrolment and taking sponsored causes through Learn lab.
- Conduct internal and external research to better understand mission's staff training needs and to keep the team updated on ACF developments in Finance, IT, Compliance, HR, Logistics and Programs in close collaboration with HoDs and HoBs.
- Identify training needs in the area of Budgeting and Grant management in each site and sector.
- Assist in providing training and support for the mission program and operational staff on proposal budgets, revisions and project procurement plans.



- Lead refresher training programs for Base, Program Leads and Program Managers to ensure staff are aware of their roles and responsibilities in the area of budgeting and grant management and are updated with new procedures and ACF strategic initiatives.
- Monitor staff competencies post-training and provide regular feedback and guidance to ensure all gaps in knowledge are addressed and rectified with supervisors as appropriate.

Internal Control Systems, Finance and Accounting Management

- Ensure Monthly Accountancy bundle is prepared in compliance with internal control procedures, donor provisions and statutory regulations
- Ascertain Periodic (monthly) Financial Reports are representative, accurate, reliable, present true & fair view of state of affairs as at reporting dates
- Documented Bank Signatory information consistently updated and kept on file
- Manage bi-monthly treasury forecast to ensure availability of funds to support program activities.
- Evidence of filed cash counts, both scheduled & surprise on file available for reference.
- Support periodic reviews of compliance/procedures/policies & recommendation's on necessary improvements documented and filed.
- Oversee Timely receipt, review and Integration of all mission cash and bank books for both Juba and bases into the accounting system.
- Review Balance sheet classification before closure of monthly accounting records to ensure consistency with mission's coding structure
- Maintain aging analysis of all advances providing comments where appropriate and facilitate reduction, through consistent follow up, of those outstanding to current month's only
- Review Intermission invoices extraction to facilitate confirmations to HQ and incorporate HEARO/HQ confirmed Recharges into the mission's accountancy by passing appropriate journal entries.
- Mitigate risks of disallowed costs during each reporting period owing to care taken during expenditure review in line with specified donor/organization's provisions

III. GENDER EQUALITY COMMITMENTS

- Foster environment supporting values of both women and men equal access to information, promotion based on performance objectives and respect for beneficiaries regardless of gender, sex, disability, religion or cultures.
- Promote and uphold the PSEA Policy and Procedures.

IV. REPORTING RESPONSIBILITIES

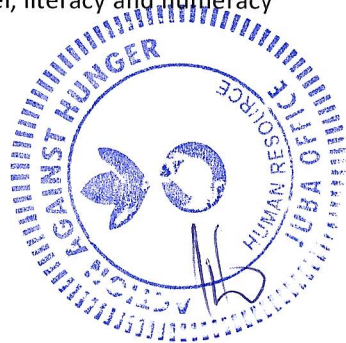
- Monthly Accountancy (Balance Sheet Accounts Recon, BFU, Treasury forecast, Depreciation table, shared cost) and donor reporting

V. REQUIRED QUALIFICATIONS

- Min. Bachelor's degree in Finance, Accounting or Business Administration, or related field
- ACCA/CPA qualification is an added advantage.
- At least 5-7 years of experience in humanitarian work
- Knowledge of any ERP System.

VI. REQUIRED SKILLS & EXPERIENCE

- 3+ years of experience in Audit and control
- Attention to details, extreme motivation, willingness to learn and grow in the organization
- Exceptional organization and planning skills, ability to manage and follow work plans
- Highly developed interpersonal communication, able to negotiate, influence, give effective feedback, a team player able to manage stress effectively, juggle competing priorities and able to maintain confidentiality
- Fluency in English, strong computer skills particularly in Excel, literacy and numeracy
- Experience with any ERP FMS



VII. COMMITMENT ANTI-DISCRIMINATION AND PSEA

- ❖ We provide equal employment opportunities (EEO) to all employees & qualified applicants for employment without regard to race, color, religion, gender, ancestry, national origin, age, handicap, disability, marital status, or status as a veteran. The incumbent is required to carry out the duties in accordance with the Action Against Hunger Safeguarding policies (PSEA, Child safeguarding and Code of Conduct). Action Against Hunger-USA complies with all applicable laws governing nondiscrimination in employment.

To apply, please! Send your **Cover letter, CV, & ID card as one Document** with three professional References to recruitment@ssd-actionagainsthunger.org specifying **Budgeting and Reporting Manager** : as the tittle of your email, or hard copy Applications delivered to Action Against Hunger Office in Hai Cinema, near St James Parish.

The deadline for applications is **February 27, 2025 at 5:00pm.** We do appreciate your interest to work with us; However, Only shortlisted Candidates will be contact.

We will only receive, accept and consider all applications submitted through referred channels above, any applications submitted other than channels stated here will not be accepted & considered.

"This Position is Open to South Sudanese Nationals Only"

"Qualified Female Candidates are encouraged to apply"

Apply"

