



Plan International
South Sudan, Juba
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PLAN INTERNATIONAL SOUTH SUDAN JOB ADVERTISEMENT

Plan International is an independent development and humanitarian organization that advances children's rights and equality for girls. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge. For over 80 years we have been building powerful partnerships for children and girls, and we are active in over 80 countries. Plan International has been working in South Sudan since 2009 and in close collaboration with the key stakeholders at all levels to bring positive and sustainable changes in the lives of children and girls of South Sudan.

In order to enhance its response program, Plan South Sudan is seeking to recruit a qualified South Sudanese for the position of **"Finance Coordinator (Budgeting and Reporting) – Juba"**.

No. of Vacancies (1)

Job Title:	Finance Coordinator (Budgeting and Reporting)
Department	Finance
Reports to	Director of Finance and Operations
Location	Country Office, Juba

Purpose of the Role:

Plan International South Sudan programme is highly dependent on grant funding, much of which is for emergency response projects. The incumbent will support the Head of finance on all issues to do with Country Program Budgeting, Grant Projects Proposal Budgeting, Country Cash flow management, cost recovery, financial risks & data Cleansing, financial management, reporting and strategic management of grants.

The position is responsible for providing timely and reliable financial information and analysis of grant-funded projects that leads to effective decision making and to ensure full compliance with Plan's financial procedures as well as donor requirements. The key purpose of the post is to ensure that a sound accounting, financial management, internal control systems and procedures are in place for the smooth running of Plan's grants finance portfolio in Plan South Sudan

Key End Results and typical Responsibilities

Budgeting & Planning, Financial Analysis & reporting (25%)

- Participate in the annual planning and budgeting process by completing tasks which may be assigned by the Head of the Finance
- Participate to the Grant Budget proposal development
- Consolidate Country Operational Budgets and submit to the Head of Finance for review and decision taking at the CMT/CLT meeting

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- Review the Country Budget phasing and modification on quarterly basis
- Monitor Country Budget versus Actual (Project vs Actual), BvA
- Support the Head of the Finance to develop the Country Master Budget
- Develop the required financial analysis to inform on the financial health of the CO.
- Develop the required strategic trend analysis to support sound decision making at the CMT/CLT level.
- In collaboration with the Head of Finance, develop and monitor the implementation of the built-in strategies, procedures to ensure that PISS is covering 100% of its costs through grant-funded projects.

Cash Management and Budgetary control (25%)

- Consolidate monthly and quarterly country cash forecasts and submit to the Head of the Finance
- Update Monthly Cash Forecast in BPC biweekly
- Review of monthly Bank & Receipts Reconciliations for all Plan Bank Accounts
- Regularly update the financial authorization matrix and submit to the Head of the Finance (Delegation of Authority, DoA)

Grant Financial Reporting & Record keeping are thorough, well maintained & accurate (15%)

- Participate to the grant budgets set up in SAP Grant module
- Prepare SAP budget Modification for all Grants
- Review & correct D&G rate before period closes
- Assist in managing grants, running accurate derivations & mapping of project account lines,
- Accurate postings to grants and projects in SAP, budget monitoring, accurate & timely donor financial reporting and prepare project line-item budget vs actual variance reports for management review.
- Review regularly Major Grant financial reports and ensure donor's compliance respected
- Meet all donor financial report deadlines
- Track cost recoveries in projects and timeously posting of journal entries in SAP, and consolidate cost recovery reports.

Internal Financial Controls & Compliance (20%)

- Ensure that all transactions are in line with the country tax laws - complete and submit tax returns to the requisite authorities before due dates
- Prepare financial statements for statutory reporting and filing
- Continuous monitoring of internal control processes and procedures. Ensure adherence to financial controls, processes and procedures.
- Identify and timeous reporting of risks through the Plan risk management process and implement controls
- Prepare & Maintain the Audit Action List for all GA audits and external audits.
- Support the Head of the Finance to plan and implement policies and procedures that will ensure Finance team & Project Managers follow up on Partner Advances for timely liquidation and compliance.



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Monthly costs Driver report (Apportionment & recovery, Direct cost & Pu Share costs) (10%)

- Ensure that the headcount allocation calculation sheet is accurate and staff salary cost recovery properly set up and journalize in SAP
- Ensure that Vehicle fuel & maintenance allocation calculation is accurate and properly set up, journalize in SAP
- Prepare Monthly Cost recovery report per grants and projects
- Prepare monthly Direct costs & PU Shared costs as cost drivers
- Manage & Maintain the Country Cost ratio

Safeguarding Children and Young People (Safeguarding), Gender Equality, and Inclusion (GEI) Commitment (5%)

- Commit and contribute to an environment where children and adult program participants feel respected, supported, safe and protected;
- Never act or behave in a manner that results in violence including SHEA against a child, young person or adult or places them at risk of such violence;
- Be aware of and adhere to the provisions of the Safeguarding Policy, PSHEA Policy and COC of Plan International;
- Report and respond to safeguarding and SHEA concerns and breaches in line with the applicable procedures of Plan International;
- Maintain confidentiality of safeguarding and PSHEA concerns reported;
- Never participate in or support child marriages.

Dealing with Problems/Risks

Complexity of problems handled & the degree of investigation, analysis, & creative thinking required to solve them

- Facilitating cordial relationships with and among various stakeholders from a variety of backgrounds.
- Patience in dealing with difficult children
- Handling conflicting priorities and ad-hoc requests from various stakeholders in the best interest of the organization.
- Given the wide scope of responsibility and limited resources, it is essential that the post holder is able to effectively manage a variety of tasks and clearly identify priorities.
- Creativity in developing strong partnerships and in making use of internal and external resources.
- Ensuring active and full participation of all stakeholders.

Leadership and Business Management Competencies

Leadership Competencies

- Align work priorities and resource deployment in own area with Plan International's wider goals and longer-term direction.
- Lead through influence rather than position, and role model PI values, accelerating gender equality inside and outside Plan International and addressing resistance. Self-aware and keen to learn, seeking feedback and creates a safe environment for others to challenge self or raise concerns.
- Achieve desired outcomes and finds innovative solutions by using the expertise and creativity of others and adopting a coaching approach with the people they manage or advice.

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- Delegate tasks and decisions, trusting and stretching others but ensuring they have the resources and support they need.
- Create space for reflection and uses external evidence and internal evaluation to identify what and how we need to improve and then to support others through change.
- Build positive relationships outside their own work area, being willing to compromise own preferences to achieve our broader purpose and longer-term impact

Business Management Competencies

- Understand relevant sectorial context including how the sector operates in terms of partners and governance and awareness of Plan's purpose, values, and global strategy
- Manage legal and reputational risk including risk assessment, communication, risk management and reporting in full compliance with risk-related standards, including in areas such as Child and Youth Safeguarding and Protection, Gender equality and inclusion, Counter Fraud, Safety and Security
- Manage people and information including skills in assessment and coaching, evidence-based management, communication skills, both speaking and writing, and digital working, including personal digital skills

Technical Expertise, Knowledge and Skills Required to Achieve Role's Objectives:

Knowledge

- A University degree in accounting or a professional qualification such as CIS, ACCA or equivalent from a recognized University
- At least 5 years' experience in a similar role in an INGO environment
- Fair knowledge of project management
- Experience in capacity building for staff development – both Plan and NGO partners
- Good speaking, writing and understanding of English Language.
- Knowledge of development issues, trends, challenges and opportunities and implications to community development
- Strong knowledge in the use of SAP and other corporate software
- Advance level skills in computer usage-Excel, PowerPoint and E-mail systems
- Professional knowledge in auditing

Skills

- Strong interpersonal skills, and ability to work effectively with people of different nationality, cultural background, and educational levels
- Ability to communicate in a team with people from different nationalities, cultural and ethnic backgrounds, ability to work in a team environment and achieve common goals.
- Documentation reviewing skills for effectiveness and time saving
- Excellent Personal Computer skills in Microsoft Applications
- Ability to lead teams - with both common and diverse objectives
- Good management skills
- Analytical skills
- Communication skills, appropriate to the audience
- Problem solving
- Proficient in computer skills and use of relevant accounting software packages



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Communications and Working Relationships:

Working contacts inside and outside the organization, include the purpose and level (high, medium, low) of the contact.

Internal:

- Head of the Finance
- Project Managers, Department Heads & Heads of Field Offices
- Compliance and Risks Management Unit, Global Assurance Team, Programs team.
- Technical Experts, other Plan staff

External

- National Offices and Donors for Grants Budgeting & Financial reporting and compliance
- Implementing Partners for Financial capacity Building
- Service providers for tax management
- Banks for Plan Bank Accounts Management

PLAN INTERNATIONAL'S VALUES IN PRACTICE

We are open and accountable

- Promotes a culture of openness and transparency, including with sponsors and donors.
- Holds self and others accountable to achieve the highest standards of integrity.
- Consistent and fair in the treatment of people.
- Open about mistakes and keen to learn from them.
- Accountable for ensuring we are a safe organization for all children, girls & young people

We strive for lasting impact

- Articulates a clear purpose for staff and sets high expectations.
- Creates a climate of continuous improvement, open to challenge and new ideas.
- Focuses resources to drive change and maximize long-term impact, responsive to changed priorities or crises.
- Evidence-based and evaluates effectiveness.

We work well together

- Seeks constructive outcomes, listens to others, willing to compromise when appropriate.
- Builds constructive relationships across Plan International to support our shared goals.
- Develops trusting and 'win-win' relationships with funders, partners and communities.
- Engages and works well with others outside the organization to build a better world for girls and all children.

We are inclusive and empowering

- We empower our staff to give their best and develop their potential
- We respect all people, appreciate differences and challenge equality in our programs and our workplace

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- We support children, girls and young people to increase their confidence and to change their own lives

Physical Environment

- Standard office environment with some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings, especially when in the field
- The post holder will be required to travel to the field very frequent

Level of Contact with Children:

- Low level of contact with children

Inclusion and Diversity.

Plan International is an equal opportunity employer within the meaning of the relevant UN convention, Equality, diversity and inclusion is at the very heart of everything that Plan International stands for.

Employment of Relatives:

Plan International South Sudan is an equal opportunity employer. However, it discourages employment of relatives of staff members because of the conflict of interest associated with it. While trying to avoid such cases, applicants are required to declare in writing if they have any relatives working with Plan International South Sudan.

Application Submission Details:

All applications should be marked “**Application for the Position of “Finance Coordinator– Budgeting and Reporting - Juba”** and should be addressed to:

**The Director of People and Culture - Shared Service
Plan International South Sudan
Juba, Hai Jerusalem.**

NB: All Applications should be submitted to Plan International Office in Juba. Alternatively, you can submit your application Online via email: hr.ss@plan-international.org

The closing date for receipt of applications is before close of business on Monday, 8th December 2025.

Note: Applications Submitted are non-returnable

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Qualified Women and people with special needs are strongly encouraged to apply.

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