



JOB ADVERTISEMENT	
Job Title:	Finance Officer (3 Positions)
Duty Station:	SSRC – Juba Headquarters
Opening Date:	31st August 2023
Closing Date:	15th September 2023

Organizational Context

The South Sudan Red Cross (SSRC) is one of the 192 National Societies worldwide and was founded on the eve of South Sudan independence in 2011. The SSRC is a volunteer-based humanitarian society and works as auxiliary to the public authorities in the humanitarian field. Based on the Statutes of the International Red Cross and Red Crescent Movement, the SSRC was established through an Act of Parliament on 9th March 2012.

SSRC was formally recognized by the International Committee of the Red Cross (ICRC) on 18 June 2013 and in November 2013 the SSRC was admitted into the International Federation of Red Cross and Red Crescent Societies. SSRC's headquarters is based in Juba with a total of (21) branches and a growing network of units. There are currently over 250 SSRC staff, approximately 14,000 volunteers and Members across the Country.

The society's work is guided by seven fundamental principles (Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality) and by Strategy 2030 of the IFRC, which voices our collective vision and determination to move forward in tackling the major challenges that confront humanity in the present decade. All our staff **MUST** abide by and work in accordance with the Red Cross and Red Crescent principle.

Position Summary.

The purpose of the Finance Officer – South Sudan Red Cross is to support the management of a strong internal control environment, including segregation of duties, and the application of finance and administrative policies, processes, and procedures throughout the region.

Strategic responsibilities

- Responsible for the accounting and administrative functions of the country programmes in line with PNS rules and procedures.

Operational responsibilities

Budgeting

- Support in the preparation, revision and reallocation of the CO and NS programme and project budgets consistent with plans.
- Support in ensuring that budgets are re-prioritised bi-annually in line with available funding.
- Supporting in preparation of PNS budget templates
- Updating budgets on the FP&A system.

Accounting

- Responsible for obtaining required supporting documents, verification with approved budget and authorisation signature by the relevant personnel.
- Prepare cash payment voucher and disburse cash for working advance & per diem to the requesting staff member after the approval of Country Program Manager.
- Make entries in accounting software including scanning and uploading- into the relevant PNS software for software for bank transactions in South Sudan.
- Daily accounting for the country office in compliance with the Norwegian Red Cross Operational Manual, including the Finance and Accounting Manual (FAM) and the regulations for financial control.
- Preparation of cash requests and cash forecasts for CO and NS.

Reporting

- Preparation of the monthly and annual reconciliation of the balance sheet items cash, bank, accruals and cash advances.
- Preparation of the monthly CO C-4.2 and C-4.3 reports.

Compliance and audit

- **Support in the preparation of the audit working papers in line with audit engagement instructions from the external auditor.**
- **Assist with preparation/implementation of audit or HQ controller visit.**

Monitoring

- Book all project expenditure authorization process is as per approved Accountability Matrix.
- Coordinate with Regional Procurement unit of any planned procurement by the NS or CO that would require regional office review and approval as per the approval matrix. This would include scanning and uploading procurement files on PIMS for regional office review and/or approval.
- Before booking, ensure that all procurements are in line with PNS policy and procedures at the point of clearing the payments.
- Support system improvement initiatives and ensure smooth roll out in country offices.

Modality

- Ensure that programme advances to NS are controlled and cleared with acceptable documentation and vouchers.
- Work closely with the National Societies finance team to ensure timely and quality reporting of advances.
- Support in rolling out the new financial working modality within the supported partner NSs.

Administration

- Manages contractual engagement and services for the country office, delegate housing.
- Work with relevant units to safeguard all office assets including accommodation.
- Coordinate outsourced functions such as housekeeping, conferencing, gardening and catering to ensure cost effectiveness and service delivery in accordance with agreements.
- Ensure that all in-coming international staff are well facilitated, and that they return all equipment, assets and any other property in their possession before they are signed off.
- Ensure proper maintenance of office equipment as well as the provision of office consumables.
- Together with the Logistics department maintain an up-to-date inventory of the moveable assets of the country office.
- Coordinate the management of mobile phones, monitoring, monthly costs and liaising with IFRC/NS persons concern to ensure that the bills are paid on time.
- Ensure efficient processing of utility bills reimbursement to delegates in time and that there are no service interruptions.

Treasury

- Support the month end petty cash reconciliation and ensure that the cash account statement is supported by a Business central print out.
- Support bank reconciliation of all the accounts, check and ensure that all the daily bank register is updated by the cashier.
- Initiate bank transactions.
- Perform monthly cash counts.
- Performs duties and tasks not covered in this job description and provide support to colleagues when necessary and assigned by the line manager

Collaboration

- Collaborate closely with Country Programme Manager, NS finance and admin team to ensure adequate financial management.
- Collaborate closely with regional finance and supply chain units to implement Norwegian Red Cross' guidelines, rules, and regulations.

Duties applicable to all staff

- Work towards the achievement of the South Sudan Red Cross goals in the South Sudan region of operation through effective managerial and lateral relations and teamwork.
- Ensure understanding of roles, responsibilities, lateral relationships, and accountabilities.
- Perform any other work-related duties and responsibilities that may be assigned by the supervisor/ line manager.
- Share and act in accordance with the Red Cross/Red Crescent fundamental principles and humanitarian values.

Specific Duties and Responsibilities

- Being the go-between person between SSRC and Partners in South Sudan on all finance related matters.
- Record all budgets and grants to BISUNESS CENTRAL in line with SSRC Policies and procedures.
- Preparing the cash request analysis and ensuring adequacy of documents attached before onward transmission to Partners for disbursement of grants to the SSRC bank account.
- Create a strong link with the Finance focal points to create cordial relationship with the teams to facilitate finance related information flow that enhance the achievement of the project deliverables e.g., SSRC finance policies and procedures, donor reporting requirements, use of templates etc.
- Provide technical leadership in development, evaluation of annual budgets and plans.
- Coordinate the annual budgeting process for SSRC with the technical Coordinators; examine budget estimates for completeness, accuracy and conformance with procedures and regulations, donor agreements etc. Then, present to the Finance manager for further review
- Review and validate all project budgets, get Finance Manager Approval and upload to Navision software on time.
- Consolidate Budget Variance Analysis reports on a monthly basis and provide recommendations to the project managers/budget holders on ways to improve.
- Do Monthly validation of various reports before submission to the management (through the Finance Manager) and partners as may be required.

- Support the Finance Manager in conducting budget-holder training on financial management, financial reporting, compliance, controls, and Key Performance Indicators monitoring.
- Share with internal and external auditors' monthly controls feedback on a request basis and assist in identifying any control issues that need follow up.
- Ensure funds are transferred from Partners to SSRC on time to facilitate implementation of activities.
- Support Branches and technical coordinators to ensure proper project financial management systems are in place.
- Conduct any adhoc financial analysis (as per request) to support senior management in decision making.
- Provide advisory role to operations staff and budget holders on finance matters relating to their projects. This can be a one-to-one discussion held with Budget holders.
- Monitor monthly closing of the accounts by reviewing various reports and validating the financial information. In case corrective action is required, feedback is then provided to the accounting unit for corrections.
- Monitoring the Key Performance Indicators (KPIs) reflected on monthly financial report and follow up with the project managers/budget holders to ensure adequate action is taken to minimize the risk or exposure.
- Conducting monitoring visits to Branches to address any control issues noted from the Branch through trainings and refreshers on specific aspects of policies and donor compliance.
- Develop strategies for tracking and monitoring the implementation of strategic financial management plans against set objectives and budgets and ensuring that any negative variances are brought to the attention of the relevant head of Department.
- Coordinate and evaluate programme activities and processes in order to priorities and recommend budget requests, emergency funds, reallocations and resource levels.

LATERAL RELATIONSHIPS

- Establish and ensure effective working relationships with the other colleagues.
- Ensure effective working relationships with ICRC / IFRC / PNS counterparts and leadership.
- Ensure effective working relationships with technical & service departments at regional & International level.

POSITION REQUIREMENTS

Education	Required	Preferred
University degree in Accounting and Finance	X	
Professional certification in CPA, ACCA etc.	X	
Further training in donor or project reporting with other INGO		X
Minimum Experience	Required	Preferred
At least 4 years of related experience in finance and/or in using accounting principles and procedures	X	
Previous work experience in multi-donor funded organization(s) is an advantage		X
High level knowledge of computer data base software systems preferable NAVISION (Business Central)	X	

Knowledge and Skills	Required	Preferred
Experience in managing and developing financial teams	X	
Previous work experience with an I'NGO or in the humanitarian sector	X	
Practical knowledge of computers (windows, spreadsheets, words, processing, emails, other Accounting, and financial software	X	
Experience in training financial and non-financial staff on financial matters	X	
Languages	Required	Preferred
Fluency in English and Juba Arabic	X	
Other Languages will be an added advantage		X
Competencies	Required	Preferred
Commitment to the international Red Cross & Red Crescent Movement	X	
High degree of integrity, discretion, and personal conduct	X	
Flexible and adaptable to changing working conditions	X	
Self-motivated with good judgement and initiative	X	
Advanced verbal and written communication skills	X	
Excellent interpersonal skills	X	
High level of attention to details	X	
Able to prioritise and meet deadlines	X	
Sensitivity to diversity and cultural differences	X	
Excellent staff management skills	X	
Team player	X	
Productivity and result oriented	X	

How to Apply.

Interested applicants should submit their cover letter, CV with 3 references, copy of National ID and Certificates including daytime telephone contact addressing it to The Human Resources Department. Or by email: vacancy@ssdredcross.org. Please clearly indicate the position you are applying for on the Subject Line of your email.

Alternatively, applications can be hand – delivered to South Sudan Red Cross Headquarters office. Plot #4, Block Ministries, Munuki Area, Juba. Please indicate clearly the position you are applying for on the back of your envelop.

You should arrange your documents in the following direction.

1. Cover Letter
2. Curriculum Vitae {CV}
3. Copies of Certified Certificates and National ID or passport

Note: Only shortlisted candidates will be contacted for an interview and all the photocopies are not returnable and will remain the property of SSRC.

Female candidates are strongly encouraged to apply.