

## JOB ADVERTISEMENT FOR FINANCE MANAGER

### Background

Coalition for Humanity (CH) Not for Profit organization, our mission is 'to save lives, alleviate suffering, built resilience of the vulnerable people, through our programmes in Peacebuilding and Conflict Transformation, Protection/GBV/HLP, WASH, S-NFIs, Food Security and Livelihoods, Health and Nutrition employing our strategies like community capacity building, Social Behavior Change Communication, market linkages, advocacy and governance to enhance contextualized innovative solutions for service delivery in Emergency Response and Sustainable development in South Sudan'. Our Vision is to see 'a self-reliant, poverty free and socially just society with capacity of solving its challenges and meeting its day-to-day needs'.

Job specific information		50-H-3 MD APPROVED
Job title	Finance Manager	
Job location	Juba- with visits to the filed locations	
Job Grade	Based on CH's Job Grades	
Reporting to	Executive Director	

20/06/2022

Job purpose	Coalition for Humanity (CH) is looking for highly Qualified, committed and competent person to fill the position of Finance Manager. He/she will undertake a variety of administrative and operational roles related to financial management and accountability. He or she will help in planning and organizing the finance department activities as well as carrying out important operational/administrative duties as may be assigned. S/he will check, consolidate and report on financial and non-financial data within the organization in line with international financial guidelines and directions, partnership / funding requirements, accounting and reporting regulations, aimed at a complete and up to date insight on the (financial) performance of the organization's portfolios.
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### Key Duties and Responsibilities

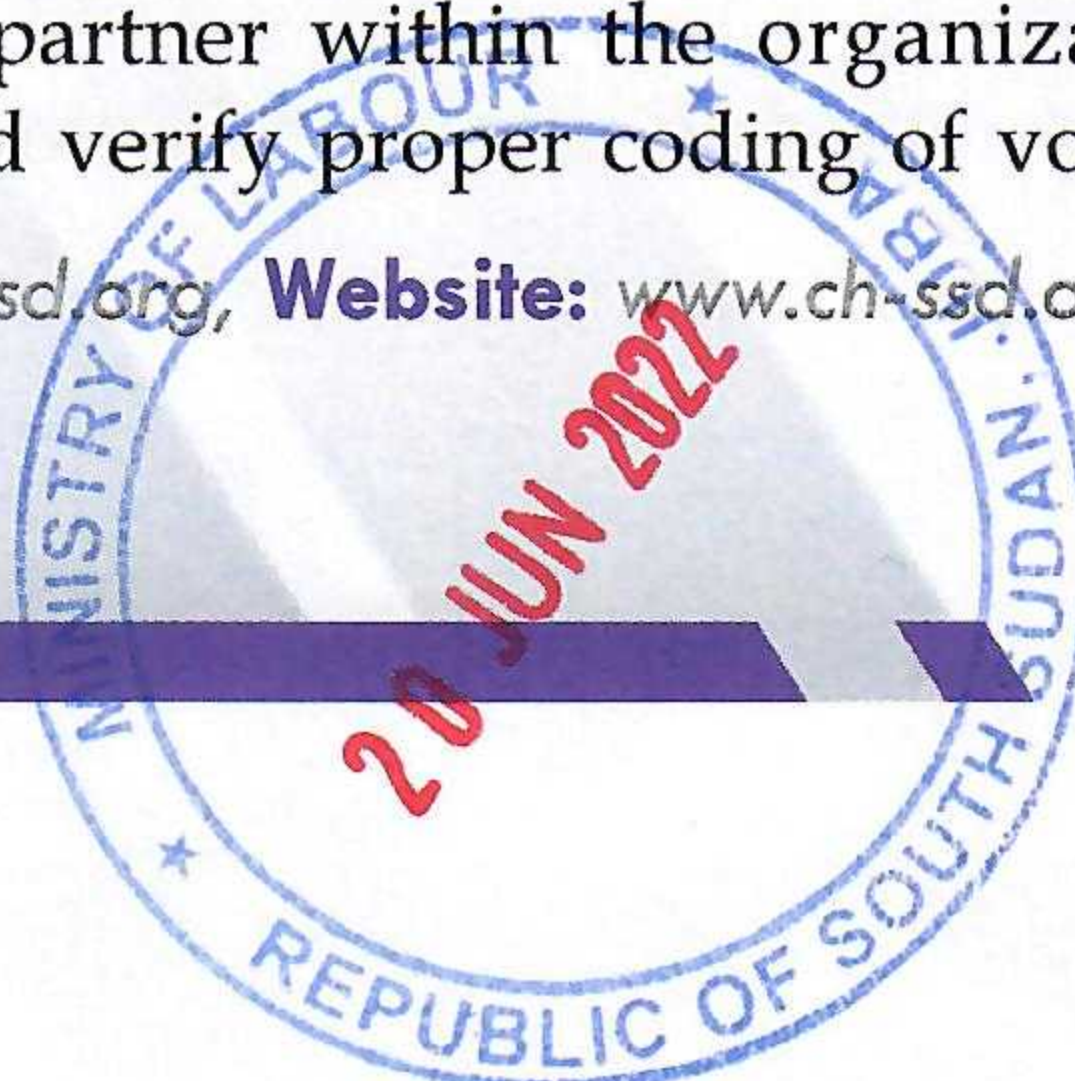
#### a) Finance Strategy

Contribute to the formulation of the financial strategy for the organization, translate business requirements in Finance functional requirements for organization, relevant regulation and corporate and international standards and guidelines, and develop country Finance strategy as well as contribute to development of overall country strategy and management agreement

#### b) Management and Financial Advice

Support, asked and unasked, management with advice on the Financial management and performance indicators and related legal issues in order to support in business decisions and act as an effective business partner within the organization. Distribute, supervise account coding guidelines to staff and verify proper coding of vouchers received prior to data entry.

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Ensure effective management of service contracts and timely payments. Coordinates with sub offices/field office accounting staff to collect, analyze and consolidate transactions for all financial matters. Provide training to field staff on relevant finance policies and accounting procedures where necessary.

**c) Finance Pillars**

Ensure control, monitoring and execution of all financial and related activities within the country office, like yearly budgeting, administration, planning & control, procurement and logistics in line with all applicable organization policies and regulations, applicable guidelines and strategies and management agreements. Lead with budget preparation, analysis, and forecasting. Ensure that midterm/ Annual audit is carried out in timely manner as required by the organization. Lead and present organization in the capacity assessment audits usually carried out by partners and donors at very short notice. Manage cash flow, including timely fund requests to avoid stoppage of work.

**d) Management Reporting**

Collect, review and analyze and interpret (trends in) financial and non-financial data, draft financial and administrative reports on country/portfolio/fund/donor financial and non-financial indicators, using the corporate and international reporting formats and within guidelines of the organization policy. Maintain and monitor and effective office filing system including; bank documents; withdrawal slips, transfer records, bank statements, invoices, timesheets, and payroll records. Ensure that the internal control procedures and donors' regulations are followed for all cash disbursements, receipts, transfers and include appropriate recording of expenditures. Responsible for monthly financial close and reporting including standard financial statements and grant level reporting. Ensure that authorization levels are respected in the approval of all payments prior to fund disbursements. Work closely with HR & Admin Manager to ensure that CH's office payroll is done in compliance with national tax and labour regulations

Education & Experience	
<b>Education</b>	<i>Minimum of Bachelor in BCOM (Finance Option) OR with Masters' in Business Administration (Accounting or Finance) With minimum of 3 years working experience. Fully Certified Public Accountant (CPA) or equivalent international certification is a MUST.</i>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• At least 3 years of experience working with a reputable organization in a similar role preferably in an NGO setting</li> <li>• Experience with financial reporting requirements</li> <li>• Solid experience of working with window-based computer software and modern accounting systems including ERPs</li> <li>• Experience working in the NGO sector Preferably in a harsh humanitarian context</li> </ul>



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<p><i>Core competencies</i></p>	<ul style="list-style-type: none"> <li>• Well-seasoned level of financial professional, with strong experience in Finance and full understanding of the core processes. Acts as discussion partner on organization level for financial matters.</li> <li>• Conceptual working and thinking level with several years of experience in finance OR Higher vocational working &amp; thinking level with many years of experience in finance Practical &amp; applied knowledge level</li> <li>• Well grounded, well-seasoned financial professional, with full understanding of the core processes</li> <li>• Acts on a large and/or complex financial management level. Is a sparring partner for Executive Director for financial matters? Contributes to the development of the strategy of the organization</li> <li>• Supports, mentor and coach more junior financial officers in the head office and field offices</li> <li>• Ability to prepare budget as well as write a narrative report as may be required.</li> <li>• High level of computer literacy, excellent working knowledge of spreadsheets, databases, internet and e-mail.</li> <li>• Leadership qualities and people management expertise to provide direction and effective support to a multicultural team;</li> <li>• Thorough understanding of financial system and how it interacts with other operational systems to achieve seamless organizational effectiveness and efficiency.</li> <li>• Effective verbal and written communication skills, including high-level interpersonal and representational capabilities; fluency in written spoken and spoken English.</li> </ul>
<p><i>Behavioral Competencies</i></p>	<ul style="list-style-type: none"> <li>• A strong commitment to CH's purpose, a broad understanding of the work culture in the "Humanitarian" sector and its impact on key areas of responsibility and a commitment to humanitarian principles and action</li> <li>• Ability to influence and support colleagues in appreciating the importance of financial Standards, procedures and controls;</li> <li>• Keep confidential information and act with utmost discretion and integrity</li> </ul>

Note: Applicants should review the job requirements carefully before applying ensuring that he/she meets the requisite qualification  
 Applications, along with CVs) should be addressed to: Human Resource & Admins Manager, Coalition for Humanity Email [jobs@ch-ssd.org](mailto:jobs@ch-ssd.org) or Hand deliver hard copies to our Office in Juba located in Gudele 1 Block 8, Plot No. 121, North of Zain Customer Care Shop. Application deadline: 8th/7/2022. **Only short-listed candidates will be contacted. No phone calls please. Due to urgency of this position, applicants will be interviewed on rolling bases and post might be filled before the deadline.** Position is opened to both local and international candidates meeting the requirements



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