



Approved
[Signature]

JOB ADVERTISEMENT	
Job title:	Finance Coordinator
Location:	SSRC-Juba Headquarters
Reports to:	Finance Manager
Job Open Date:	4 th April 2024
Job Close Date:	17 th April 2024

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 260 SSRC staff members at the Headquarters and branches and approximately 19,000 volunteers across the country.

The society's work is guided by the Seven Fundamental Principles (humanity, impartiality, neutrality, independence, voluntary service, unity and universality) and by Red Cross Red Crescent Strategy 2022 - 2026, which voices our collective vision and determination to move forward in tackling the major challenges that confront humanity in the present decade.

Overall, Purpose of the Position

The position oversees the day-to-day financial operations from HQ and Branches such as vendor payments and reconciliations, cash receipts and transfers, receivables reconciliations invoices accrual, retrieving accountability document from branches, capacity building to branch non-financial staff on financial management etc. The position holder shall ensure complete and accurate financial data records and proper documentation are maintained by SSRC. S/He coordinates the processing of all financial data in the system, application of SSRC's accounting and financial policies and procedures.

Specific Duties and Responsibilities

- Supervise, direct and review the work of the branch accounting staff (including, but not limited to, account reconciliations, accounts payable transactions, etc.) and ensure appropriate segregation of duties within team.
- Ensure that all the accountants Bonafede transactions are appropriately processed into NAVISION using the correct project, account, activity, and donor code. Thereafter ensure monthly closure of accounts within required deadlines and the preparation of closure report to be presented to the Finance Manager.

- Communicate and enforce all financial and administration policies relating to Treasury and expenditure authorization such as cash policy, banking policy, expenditure authorization policies etc.
- Facilitate cash transfers to Branches – through interlinkage with the HQ coordinators to ensure that cash transfers to Branches are done in the most effective and efficient manner (i.e.by setting a lead time) to avoid delays in implementation of activities.
- Conduct timely monthly Cash and Bank reconciliations and have them approved by the Finance Manager or/and any other authorities in line with the cash and bank policies.
- Check expenditure and documentation to ensure compliance with donor financial requirements, audit recommendations and SSRC Financial and procurement procedures before posting to books.
- Closely Monitor advances to employees and Branch offices. Conduct the age analysis of the employee accounts and share the aging cases with the Finance Manager for further escalation to management for appropriate action.
- Ensure supplier accounts are reconciled and are paid in good time and within the stipulated days in the Local Purchase Order to avoid litigation issues.
- Ensure timely working advance report input to NAVISION supported by the required documentation.
- Ensure that accruals and operational provisions are booked into Navision monthly.
- Monitor the administration core budget and ensure accurate accounting, authorization & internal control procedures. Investigate and address significant variances and keep the Finance Manager updated in every step.
- Ensure the accounting for the FIXED assets is correctly done and the required adjustments are applied accordingly e.g. in cases of acquisition, disposal and depreciation.
- Do a summary monthly report to the Finance Manager that summarizes the cash and bank reconciliation status, accounts receivables, any payroll issues, statutory remittances compliance, state of creditors accounts payable-suppliers and any outstanding issue in the balance sheet and statement of income and expenditure.
- With the support from the Finance Manager, handle staff performance of the accounting unit staff in the branches. This is through offering support in objective setting, monitoring and provision of continuous feedback, identifying areas of improvement and development, training the staff, etc
- Develop expertise to control the system, develop new reports and be able to train staff in the processing of data.

Lateral Relationships

- Establish and ensure effective working relationships with 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 REQUIREMENT

- University degree in Accounting and Finance, Accountancy, or other professional certifications relevant to the job requirement
- Further training in programme or project management and other technical fields.
- At least 5 years of related experience in accounting and financial management, audit, etc
- Previous work experience in multi-donor funded organization(s) is an advantage preparable.
- Excellent knowledge of accounting skills.
- Good knowledge and understanding of working in humanitarian sector.
- Extensive knowledge of accounting software Preference for Micro soft dynamics solution (business central solution)
- Proven ability to work independently & in a team with strong attention to details and meeting deadlines.
- Demonstrated experience in advising, guiding, and coaching program staff and peers on accounting principles and practices.
- Team player, self-motivated and proactive on own initiative to set and achieve goals.
- Be honest and encourage openness and transparency in all professional matters.
- Good command of written and spoken English and Juba Arabic.
- Commitment to the International Red Cross & Red Crescent Movement
- High degree of integrity, discretion, and personal conduct
- Flexible and adaptable to changing working conditions.
- High level of attention to detail
- Sensitivity to diversity and cultural differences
- Excellent staff management skills

How to apply:

Interested applicants should submit their Cover letter, CV with 3 references, Copy of National ID and Certificates including daytime telephone contact to Human Resources Department. Or by email: vacancy@ssdredcross.org please indicates the title of the position you are applying for in the subject line of your email.

Alternatively, applications can be hand-delivered to South Sudan Red Cross Headquarters. Plot #4, Block Ministries, Munuki Area, Juba.

Please clearly indicate the position you are applying for on the back of your envelop.

Note: Only candidates with certified Copies of academic documents by the relevant public authorities or Line ministries will be shortlisted and contacted for an interview and all the photocopies are not returnable and will remain the property of SSRC.

Females are strongly encouraged to apply.