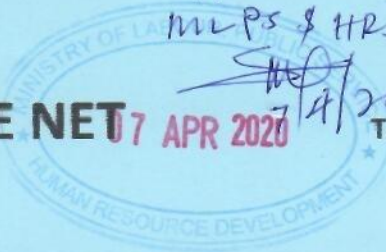




50.4-3
Approved by
MUPs & HRD
7 APR 2020



Tel: +211 923607030 / +211 910066660

+211 920057683 / +211 912686304

JOB VACANCY - FINANCE & ADMIN MANAGER POSITION

Are you passionate about working for and growing with National NGO? Do you like working with farming communities and non-farmers in their rural places? Are you a self-motivated, committed and working alone without supervision? If so, then here is your chance to apply for Base Net.

Base Net is a national non-governmental organization (NNGO) for humanitarian and development sectors, officially registered on 29th January 2018 under South Sudan Relief, Rehabilitation and Commission (RRC), registration number 1287. It is committed to working with others to find lasting solutions to vulnerability and poverty in South Sudan. We aspire for effective and efficient organization that is dedicated to working with partners, donors, fora, affected people, government and key observers to ensure that vulnerable populations are served with dignity and their local government institutions empowered to be able to deal with recurrent shocks and disaster. Our motto "together we empower" is a vital ingredient towards realizing impact to our clients and affected people whom we bear accountability.

Base Net has three established and functional offices; the head office in Juba is located in Buluk, Plot 94 and block 3 near Kirijobi Imaging Centre; a field office is situated in Nimule Peace Valley Building Complex, Juba-Nimule Highway, and a State office is located in Torit.

Base Net is looking for a suitably qualified South Sudanese to fill a vacant post in a table below.

Position	Finance & Admin Manager
Location	Juba with Occasional Support Visits to Magwi, Torit and Lafon/Lopa Field Offices
Report to	Country Director
Work duration	6 months (with possible extension upon satisfactory work performances)
Closing date	25/04/2020

Administration and Finance:

- Provide strong and positive leadership to the finance department ensuring competent and motivated staff are hired and retained, providing efficient delivery of services.
- Provide overall leadership to the Administration function ensuring that the national / field offices are effectively supported and staff have clean, secure and hospitable place to work.
- Coordinate professional and personal development of finance staff through adequate orientation, on-the-job coaching, identification of learning, training needs and opportunities (e.g. in accounting, grant management, risk management, leadership, etc.) and succession planning.
- Providing cost analysis, promoting benchmarks and making recommendations for determining effective resource utilization at all levels.
- Contributing to the development of appropriate policies and procedures for procurement of goods and services.
- Coordinate the planning and budgeting process and provide technical support, to ensure best practice and donor guidelines are met.
- Design and manage systems, policies and procedures that provide appropriate levels of security and control of the organization assets, resources and operations.

Empowering for community resilience and prosperity | Email: contact.basenet@gmail.com



- Coordinate the submission of timely, accurate and complete relevant reporting to the partnership and to internal users.
- Manage appropriate financial systems and controls and ensure they are in place to avoid significant finance audit risk ratings.
- Take lead in development of logistics, procurement, fleet management, and security policies for the organization to guarantee unified support in program implementation.
- Lead in development of Human Resource policies that attract, retain and compensate the necessary human capital assigned to drive the organization strategy.
- Provide performance management responsibilities by supervising the Finance/Accountant, and Administration/Procurement Officer.
- Perform any other tasks assigned by your line manager.

Budget Management and Donor compliance

- Provide support to country level and field programmes in the budgeting process.
- Working with the Executive Director and the respective managers, support the formulation of budgets for each Programme area and proactively manage the funding gap. Maintain and proactively manage the annual funding gap.
- Ensure that donor requirements, policies and procedures are met across the Programme.
- Compile budget monitoring reports monthly to Management team.
- Ensure field finance officers give accurate monthly budget monitoring information to the Managers
- Maintain the country funding report, ensuring no unfunded spend; ensure contract balances are reconciled periodically as per organization policy
- Ensure the Programme advances are liquidated prior to the end of Month and meet financial procedures.
- Support Programme managers during project budgeting. Offer extra help to them on variance explanations and gaps.
- Perform any other tasks assigned by your line manager.

Grants Management

- Provide oversight in regular updating of the Grants Management.
- Track grants processes and milestones for all awards through the grants cycle ensuring relevant information and documentation is disseminated to relevant staff in a timely manner.
- Facilitate project kick-off meetings ensuring relevant staff and partners are aware of their programmatic, financial and compliance obligations/requirements.
- Review current grant progress against original plans and log frames, identify areas of concern and ensure remedial actions are taken.
- Assist in consolidating and/or quality control of reports, in relation to donor requirements, original project proposal, and consistency in both narrative and financial reports.
- Facilitate the project quarterly reviews.
- Support the tracking of donor financial disbursement against signed contracts and prepare request for financial disbursements from donors as contained in the project agreements.
- Support best practices on grant closure procedures and monitor compliance to grant closure.
- Perform any other tasks assigned by your line manager.

Management compliance

- In coordination with relevant staff, design, maintain and inform internal procedures, systems and tools to facilitate partner compliance with contractual obligations to donors.
- Carry out internal financial reviews to ensure that donor guidelines are implemented and followed, including financial, procurement and administrative aspects.



- Travel to the project sites and carry out contract management training of staff through inception workshops, coaching and mentoring in setting up systems to monitor key accountabilities for example financing, exchange rates, account codes and budget rules in line with contractual requirements.
- Conduct partner capacity assessments and plan capacity building sessions in conjunction with the field staff.
- Facilitate internal and external audit procedures with the donor compliance team.
- Support program teams in the interpretation and operationalization of donor rules and regulations.

Reporting.

- With input from Executive Director help produce high quality program progress reports as per donor requirements.
- Provide high quality review and assembly of program documentation including drafting editing and formatting.
- Provide through progress reporting, a continuous analysis of the achievements, facilitate project reviews, evaluation and audits.
- Develop donors reporting timelines and requirements template; ensure it is updated at all times.
- Timely dissemination of reporting tools and requirements and follow up to ensure internal and external reporting deadlines are respected.
- Cross check data with other program staff to ensure that reporting generated accurately reflects program activities.
- Conduct staff training needs assessment and organize corresponding training forums on results-based program management and reporting.
- Support program staff in organizing and managing seminars, workshops, and donor field visits as required.

Required Knowledge, Skills and Abilities

- Bachelor's degree in Accounting, Finance or Business Administration, or a related field. MBA in Finance, MSC in Finance/Accounting/Auditing, ACCA, CIMA, CPA will be added advantage.
- Minimum 5 years' experience in support services management level.
- Solid knowledge of accounting principles, financial systems, budget/cash flow monitoring and internal accounting controls.
- Good working knowledge of computerized accounting systems, preferable QuickBooks.
- Knowledge of government grant regulations and financial reporting requirements preferred.
- Good negotiation and diplomacy skills.
- Good written and spoken English is essential.
- Ability to solve complex problems and to exercise independent judgment.

How to Apply:

- Your application (CV, CV cover letter, education qualification, Nationality ID or Passport and relevant documents) should be sent by e-mail only to **contact.basenet@gmail.com**
- Only short-listed candidates will be invited for interview as soon as possible through their CV-indicated emails and/or phone numbers.

