

JOB ADVERTISEMENT

For South Sudanese Nationals Only

FINANCE COORDINATOR

Job Title: Finance Coordinator
Location: Juba
Department: Finance
Reports To: Head of Operations
Deadline: June 14th, 2021
Starting date: ASAP

What PAH is about:

Polish Humanitarian Action (PAH) is a non-governmental organization employing people who want to make the world a better place. For over 25 years, we have been providing relief in big and small emergencies worldwide alongside with running missions in several countries in crisis. Our interventions of both humanitarian and development character have been carried out in 49 countries so far. We concentrate on ensuring sustainable and stable development of regions suffering consequences of war and/or natural disasters. We possess long-standing expertise in Water, Sanitation and Hygiene (WASH), but also implement projects in Food Security and Livelihoods (FSL), as well as Shelter, Nutrition and Education. For more information, please refer to www.pah.org.pl

PAH in South Sudan

PAH has been working in South Sudan since 2006 as one of the first NGOs established in Jonglei State. We are a small team of committed individuals aiming at delivering tangible and sustainable change in the largest, most populous and most conflicted state of South Sudan. We are needs- and community based, hence aside drilling and repairing boreholes, developing accompanying O&M structures and innovative approaches to sanitation and hygiene promotion, we have also been developing our emergency response capacity. Our Emergency Response Team (ERT) mainly reacts to WASH and NFI needs of populations affected by conflicts and natural disasters, which have been on the increase for the past three years. Thanks to the expertise gathered over the years, we were also appointed to lead WASH Cluster in the state: we coordinate WASH emergency response with partners and hence make sure all vulnerable communities are served at the time of crisis.

Reporting line

The mission finance Coordinator reports to the Head of Operations in Juba South Sudan with dotted lines to Financial Desk Officer in HQ Warsaw.

Purpose of the Position

The Mission finance coordinator is responsible for overall finance function of the mission. Ensures projects financial planning, projects expenditure tracking, projects reporting and budgets developments. Ensure complexity of financial operations in accordance with PAH/donor rules and regulations. Ensure effective coordination of financial activities with HQ in Warsaw with aim to improve reporting and workflow.

Responsibilities and Accountability

1. Lead and oversee financial processes across the mission
2. Monitoring project budget realization using available tools (Navision, BMT, et,) including forecast.
3. Preparing Budget Monitoring (BMT) and other necessary tools for new projects.
4. Verifying costs booked in Navision in terms of nature of expenditure, description, legibility etc.



5. Participating in the allocation procedure: updating projects basket, verifying and accepting allocation files.
6. Cooperating with Project Coordinator/Manager in preparing monthly cash flow data.
7. Running financial reports according to PAH and donor requirements.
8. Participating in preparation of new budget/budget revision in collaboration with Project Coordinator/Manager
9. Facilitating all audit processes in the mission and coordinate all audit issues are followed up and resolved to a final conclusion.
10. Following up on donors/partners/vendors/coordinators/staff issues and ensuring they are addressed in a timely manner, in collaboration with Project Coordinator/Manager, Operational Department on the Mission and Financial Desk in HQ
11. Attend procurement committee meetings (setting up selection criteria and tender opening and evaluation)
12. Verifying and approving payments related Mission bank account payment
13. Approving costs (financial approval) under projects.
14. Performing any other duties as directed and instructed by the Direct supervisor.

Qualifications and skills:

Minimum Required qualification

1. Bachelor's degree in Accounting and/or Finance Management.
2. Experience with similar scope of responsibilities- finance coordinator position (min. 3 years)
3. Previous work with INGO at a similar position (min. 3 years)
4. Working Knowledge of institutional donors like ECHO, USAID, SSHF, RRF UNICEF etc.
5. Must be proficient and knowledgeable of word processing, **advanced excel with knowledge of advanced formulas such as lookup functions and the use of pivot tables.**
6. Excellent analytical skills and ability to resolve complex problems with multiple variables.
7. Strong organizational skills
8. Ability to work independently

Desirable:

1. Experience in using Navision accounting system
2. Partial professional qualification in Association of Chartered Certified Accountants (ACCA) and/or Certified Public Accountant certification (CPA).at least level 11.
3. Strong understanding of accounting principles

The said list is not inclusive and may require the Employee to perform other duties as assigned by the Employer.

Application Submission Criteria:

Please send a covering letter outlining how your skills and experience meet the Person Specification along with your CV to Human Resources at recruitment.ssud@pah.org.pl or submit your application to **PAH Compound South Sudan Mission** near Nile Fortune Hotel; Tomping, Juba - South Sudan.

- Please indicate the position you are applying for in the subject line i.e. ***"Application for the position of "Finance Coordinator"***
- **Note:** Due to urgent need to fill this position, short listing may take place before the advertisement deadline.
- We appreciate your application however, only short listed candidates will be contacted. If you have not been contacted within the closing date, we regret that your application has been unsuccessful.

Due to the urgency of these roles, PAH reserves the right to shortlist applications prior to the closing date.

