



## HEALTH POOLED FUND LTD

Job Title: Finance Manager  
Location: Juba, South Sudan  
Start date: October 2022

# 50-H-3  
Approved by  
Inspector  
MoL  
16/9/2022



### 1. Who we are?

ShimaHr consultants is a Human Resource Consulting and Outsourcing Company that is currently managing the Human resource component of crown agents under the Health Pooled Fund3 (HPF) program.

The Health Pooled Fund began its third phase (HPF3) in October 2018 and is supported to run until 2023 by the Foreign, Commonwealth & Development Office (FCDO), the Government of Canada, the Swedish International Development and Cooperation Agency (SIDA), United States Agency for International Development (USAID), Gavi – The Vaccine Alliance and the EU.

HPF3 merges two previous health programmes - Health Pooled Fund 2 (HPF2), which provides healthcare at health facility level, and the Integrated Community Case Management 2 (ICCM2) programme, which provides healthcare to children under-five within more remote communities. HPF3 supports delivery of community level, essential primary health care, secondary health care and referral health services, stabilization of local health systems, and procurement and supply chain management of essential medical commodities. HPF supports services in eight states of South Sudan known as: Eastern Equatoria, Central Equatoria, Western Equatoria, Northern Bahr el Ghazal, Western Bahr el Ghazal, Warrap, Unity and Lakes.

The programme impact will be an improved health and nutrition status for the population that saves lives and reduces morbidity (including maternal, infant and under-5 mortality), and has the following principal outputs:

- Output 1:** Enhanced delivery of integrated health services through a network of health facilities.
- Output 2:** Expanded Community health services for the prevention and treatment of common conditions based upon the Boma Health Initiative Guidelines.
- Output 3:** Strengthened management of the Supply Chain for essential drugs and commodities.
- Output 4:** Stable health systems that are responsive and accountable to the needs of communities and individuals accessing health services.
- Output 5:** Funds and processes that are efficient, effective, inclusive and offer value for money

To attain these outcomes, the HPF3 team is responsible for:

- Effective programme management, including robust risk management.
- Ensuring continuity of and support to service delivery, with a focus on improving quality.
- Specialist technical assistance covering health service delivery, community engagement, nutrition, health planning, information, and HRH.
- Procurement and supply chain management of essential medical commodities
- Management of the Implementing Partner fund
- Management of fiduciary risk associated with use of donor funds.

### 2. Position Summary

This position is responsible for monitoring the day-to-day **financial** operations within HPF, such as vendor payment, staff travel advances other transactions by ensuring that all transaction are correctly coded and charged to the right streams and or cost centers as per HPF policies and procedures. In addition, the Finance Manager will work with the Finance Director to develop and strengthen strategies relating to finance across the organization.

### 3. Responsibilities

- Manage project travel advances, field offices expense reports ensuring vendors are accurately paid within the contractual time frame
- Manage the project's operational finances at the request of the Finance Director





- Assist with invoices, expense reports, and advance requests
- Assist with following up on payment schedule of service provider under the fund
- Assist with monthly and annual reporting
- Reconcile outstanding monthly advances and provide update to Finance Director
- Prepare cash flow statements, expenditure accounts, monthly and annual closing of accounts
- Monitor cash flow and work closely with CA / HPF Headquarters to manage shortfalls/surpluses
- Work with the finance director to prepare project, annual and multi-year budgets
- Analyze variances and explore potential problems with project budget, working closely with staff to forecast and address any variances
- Responsible for all financial planning, forecasting, budget management and reporting for HPF South Sudan
- Produce periodic management reports for senior staff
- Assist with preparation of financial reports on monthly basis for internal use and for external reports to donors
- Prepare periodic budgetary control statements to determine project financial performance and suggest corrective action, if required
- Process checks and code expenditures (travel advances and purchase requisition)
- Participate in Spot checks, internal and external audits by providing auditors with accounting documents as requested and provide explanations for audit queries
- Manage compliance with South Sudan tax laws

#### 4. Requirements.

- Bachelor's degree in Accounting/Financial Management with minimum of 5 years of experience in accounting and financial management. With an advanced degree/MBA a minimum of 3 years' experience is required
- Experience working with foreign currency transactions and the ability to analyse a large volume of invoices and travel expenses
- Well-organized, attentive to detail, and able to handle multiple tasks simultaneously, prioritize, and meet deadlines
- Knowledge of the South Sudan context or extensive experience working in fragile states
- Experience working with governments and civil society organizations in developing countries
- Able to thrive in a fast paced working environment with shifting priorities
- Strong administrative and communication skills
- Excellent interpersonal skills including cross-cultural experience
- Deep knowledge of best practices in financial management required
- Excellent knowledge of Excel, Access Word and PowerPoint required
- Knowledge of Quick-books or similar finance and accounting software
- Good leadership skills and strategic orientation
- Financial management and reporting skills
- Excellent understanding of accrued accounting
- Excellent verbal, analytical, organizational and written skills
- Excellent management skills and ability to work in a team environment
- Excellent verbal and written command of English
- Prior experience with an NGO a plus
- Knowledge of Grants management a plus
- Knowledge of key donor reporting requirements (DFID, USAID World bank other international donors) an advantage
- Professional accounting certification (e.g. CPA, ACCA) preferred
- Experience and understanding of not-for-profit accounting a plus



#### How to Apply:

Interested candidates should submit their electronic application with the subject line **Finance Manager** to [jobs@shimahr.com](mailto:jobs@shimahr.com). The cover letter should accompany a current CV of 3 pages maximum detailing their experience for the post including day time telephone contacts and three referees, preferably previous line managers. The closing date for receiving applications will be Friday **7<sup>th</sup> October 2022, 5PM CAT.**

**Only shortlisted candidates will be contacted**