



Vacancy Announcement

Position: Finance Manager
Duty Station: Juba, with regular visits to the field
Supervisor: Executive Director
Date Posted 26 Sept 2023



About Us:

African Relief and Development Foundation popularly known as ARDF is a non-profit, non-governmental organization registered and recognized by the Relief and Rehabilitation Commission (RRC) in the Republic of South Sudan. It was established in 2013 with an aim to provide development and humanitarian services to extreme communities affected by poverty and crises including hard-to-reach areas and enhance the transformation of their lives, ensuring total health for all.

ARDF was initiated, because of the increasing demand for national humanitarian agencies, which can reach the destitute communities affected by the crisis. During the 2013 crisis, most international NGO activities slowed down because their experts and managers left the country as the insecurity escalated. The continuous humanitarian reports on the need for humanitarian agencies' interventions to support the conflict-affected population in South Sudan gave us the enthusiasm to initiate the organization. ARDF has over 300 direct staff in South Sudan

Purpose of the Position

The Finance Manager will be responsible for the overall finance operations by giving direct technical support to finance and project staff in effective and efficient financial control relating to balance sheet reconciliations, filing structure, documentation of financial processes, monitoring field procurement practices, facilitating best practices in resource utilization including the use of assets, and verifying stocks and gifts in kind. To provide Finance and Accounting management support and capacity-building functions to the Finance team, to ensure financial procedures and systems for financial management and control are in compliance with ARDF and donor requirements. The Finance Manager Position requires a broad skill set including the ability to work strategically with senior management, review financial statements, make QuickBooks Plus online entries and various reports generation, and facilitate other financial and logistical transactions.



Key Responsibilities

1. Financial System and Procedures

- Ensure smooth implementation and updating of robust and adequate financial system and procedure in line with ARDF's finance Policy and good Accounting practices
- Ensure that all financial transactions are fully supported and that they are all captured in QuickBooks Plus online on a daily basis, Make sure that regular backups are taken and stored off-site.
- Prepare Monthly and quarterly Financial diaries for both QuickBooks financial systems
- Maintain and ensure the integrity of the ARDF computerized accounting system and liaise with the TAT officer (chief finance officer) for any support.

2. Financial Records and transactions

- Carry out Sensibility and control checking before and after posting field office transactions into QuickBooks Plus Online. The Post holder is expected to travel to review financial records maintained in the field offices.
- Ensure Accurate posting of financial transactions to the system

3. Financial Reports

- Responsible for timely, accurate, and efficient financial reporting both electronic and Manual field returns to the head office
- Responsible for ensuring that reconciliation of balance sheet/control accounts are carried out on a monthly basis and ensuring that year-end accounting procedures are met consistently and that any discrepancies are reported. Reconcile Accounting software reports with project reports
- Manage general ledger accounting system
- Monitor the advanced register
- Ensure accountability in the preparation, review, consolidation, and submission of correct and complete Project Financial reports on time
- Coordinate and ensure the availability of all documents during the Project audit

4. Financial and System Controls

- Ensure Safe security of cash in the office and coordinate weekly and monthly Cash Counts, including Spot counts.
- Ensure a System is put in place to assure Document Security for a complete audit trail from QuickBooks Records to supporting Documents and vice versa.
- Ensure the effective and efficient use of all ARDF resources in order to keep costs low and ensure the security of staff
- Ensure that Payroll is completed on time and accurately with robust controls in place.
- Ensure that all system Payments are cleared within the month
- Ensure that all financial transactions are recorded in an accurate and consistent manner and in accordance with agreed timelines and ensure that the monthly financial work plan is adhered to.
- Monitor coding of expenditures and ensure timely adjustments when activation of new awards with relevant audit trials.
- Check the correctness of payment vouchers and supporting documents for all the area offices recommend improvement and follow-up actions and ensure that support documents are fully in compliance with donor requirements.



- Lead annual statutory audits and the financial component of the donor audits. Key focus on proactive financial controls, Management, and supporting documentation in order to ensure Zero disallowances
 - Work on the management responses to the audit reports
- 5. Staff Leadership, Mentorship and Development.**
- Ensure appropriate staffing and efficient and effective organization design within the financial accounts function
 - Ensure that all staff understand and are empowered to perform their role
 - Manage team, define expectations provide leadership and technical support as needed, and evaluate direct report
 - Recruitment, training, and professional development of the team as part of the wider staff development strategy.
- 6. Performance Management;**
- Effective use of the Performance Management system including the establishment of clear, measurable objectives, ongoing feedback, periodic reviews, and fair and unbiased evaluation; coaching mentoring and other developmental opportunities; and recognition and rewards for outstanding performance.

ARDF Mandatory Policies

- a) **Standard of Professional Conduct:** ARDF and ARDF workers must adhere to the values and principles outlined in ARDF way standards for professional conduct. These are Faithfulness, integrity, Professionalism, governance, stewardship, Empowerment, and teamwork. In accordance with these value, ARDF operates and enforce policies on beneficiary protection from Exploitations and abuses, child safeguarding, anti-workplace harassment, and fiscal integrity.
- b) **Safeguarding policy:** ARDF has a zero-tolerance policy for safeguarding violations by staff, incentive workers, visitors, suppliers/sub-contractors. Safeguarding at the ARDF is integral to the organizational values and ethics and staff and associates are expected to take all reasonable steps to prevent the sexual exploitation, abuses, and harassment of any person linked to the program by its employees and any downstream partner. The successful candidate will be subject to a thorough background check and satisfactory references.
- c) **Gender Equality:** ARDF is committed to narrowing the gender gap in leadership positions. We offer benefits that an enabling environment for women to participate in our workforce including flexible hours (when possible), Maternity leave, transportation support, and gender-sensitive security protocols.
- d) **Equal Opportunity Employer:** ARDF is an equal opportunity employer. ARDF considers all applicants based on merit without regard to race, color, national region, religion, sexual orientation, age, Marital status, Disability, or any other characteristic protected by applicable laws.

Requirement and Experience

- e) **Education:**
- Bachelor's Degree in Finance and Accounting, Business administration, or other relevant discipline
 - Chartered Accountant (CPA, ICMA, ACA, ACCA) strongly recommended



f) Experience:

- Minimum of 5 years of management experience in a corporate or an NGO environment of which three at a management level within a finance department
- Strategic mindset with the ability to lead, inspire, and achieve results in a challenging context
- Strong team player
- Excellent interpersonal skills and ability to communicate with a diverse set of stakeholders.
- Strong analytical decision-making and strategic planning skills with the ability to articulate complex information in an easy-to-understand manner
- Ability to coach, mentor, and delegate appropriately and provide development guidance to supervise staff
- Self-starter who is willing to go the extra mile to get the job done
- Excellent understanding of business and financial planning including strategic modeling
- Excellent understanding of financial systems, control, and procedures
- Excellent understanding of computerized accounts packages, excel, PowerPoint, and Word

g) Language Requirements:

- Ability to communicate effectively in English, both in written and in oral form;
- Knowledge of Arabic is highly desirable.

How to Apply

a. Application address

- Interested candidate are requested to submit their application and updated CV of not more than 5 pages, Copies of their National ID, and Educational certificates through the Email address; ardfsouthsudan@gmail.com

b. Eligibility;

- The position is Open to only South Sudanese with the required qualifications
- Female candidates with required qualifications are highly encouraged to apply.

c. Shortlisting and interview

- Due to the urgency of the position, applications will be reviewed on a regular basis.
- Successful candidates will only be conducted for interviews

d. Deadline for submission

- The deadline for submission will be **17th Oct 2023**
- Only applications submitted before the deadline will be considered for review

Disclaimer:

African Relief and Development Foundation does not charge any kind of fee at whichever stage of the recruitment process and does not act through recruitment agents.

