



JOB ADVERTISEMENT	
Job title:	Finance Manager
Unit/dept/delegation:	Finance, Headquarters with travel to the branches
Reports to:	DSG for Support Services
Deadline date:	28th February 2020

Organizational Context

The South Sudan Red Cross (SSRC) is one of the 191 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, making it the 189th National Red Cross and Red Crescent Society in the world. 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 (17) branches and a growing network of sub branches and units. There are currently over 250 SSRC staff members at the Headquarters and branches and approximately 12,000 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 2020, 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

Finance Manager is a member of senior management team. His/her role is advisory to management and to provide strategic direction on financial matters of South Sudan Red Cross Society. The focus here is organizational planning and budgeting, Financial management, Risk management, policy and processes formulation and compliance and capacity building of the Finance teams in order to achieve the desired Organization objectives in line with the SSRC strategic plan.

Specific Duties and Responsibilities

- Coordinate, Review and consolidate the annual budgets for SSRC and present for approvals to the Secretary General and Governing Board.
- Train the Programmes teams (including Branches) on the Budgeting processes and guidelines as may be established by SSRC through the budgeting guideline document.
- Provide management with an overview of the financial position of the National Society on a monthly basis i.e. the balance sheet status, the income and expenditure statements and projects financial situation.

- Advise management and the programme teams on the key performance indicators of the SSRC on a monthly basis. This includes but not limited to funding overview, budget implementation rates, due and overdue reports, unpaid grants, forex management, aging receivables etc. The information would greatly assist in decision making.
- Prepare end year comprehensive financial report for presentation to the Board. The report should be based on the established key performance indicators of the organization.
- Plan and coordinate the activities of the Finance department by ensuring that there are adequate resources to effectively undertake the planned activities for the department.
- Provide leadership and supervision to the Finance Department staff and ensuring that they carry out their daily tasks in an effective and efficient manner as per SSRC policies and procedures, and donor requirements.
- Develop a risk framework for the Finance unit where the Finance team participates in identification of risks related to finance. Then, putting in place mitigation measures to reduce the impact of these risks i.e. coming up with a risk register which should be updated regularly.
- Oversee the implementation of an Information Management System to safeguard SSRCs institutional memory and encourage better information sharing between Finance colleagues for business continuity.
- Develop and review the effectiveness of the authorization and approval matrix of the organization (HQ and branch level)
- Do a periodic review of the Finance manual to update the various Finance policies where gaps have been identified.
- Assume responsibility for up to date and correct inventories of all project equipment, including the Asset Register. This should be in line with asset policy
- Facilitate and coordinate Internal, external, donor or government audits
- Enforce internal control policies and procedures & follow up on audit recommendations to ensure they are implemented.
- Staying abreast of changes in regulatory environment, in particular, accounting, financial and statutory requirements of relevance to SSRC work and ensuring that the organization is in compliance with local statutory laws and legislations. This can be through peer to peer exchanges with other non/governmental organizations
- Ensuring proper management and administration of contracts and agreements at all times, including finance reviews of donor contracts, vendor contracts, lease agreements, and any other service contracts as may be required.
- Train and mentor Finance staff on the use of the Navision accounting software and ensuring that they follow the standard process of using the system.
- Manage, develop and mentor Finance staff and ensure staff develop competencies in the key functional areas that they handle in their day to day work
- Do Performance management of the Finance staff through regular feedback and guidance to ensure the staff meet their objectives. Set annual objectives with the direct reports (budget and grants head and accounting head) which should be cascaded to the other Finance teams through the two.
- Support in the implementation of the Finance Development plan of action 2019/2020 and other development initiatives that come in subsequent years
- Supervise all branch office bank relations and bank account activities including negotiation of fees, interest and currency exchange rates.

- In compliance with SSRC policy, establish branch policies regarding cash holding limits, cash movements and foreign currency holdings
- Design, implement, and monitor systems, procedures and reporting necessary to maintain on current basis accurate forecasts of cash requirements for meeting future spending, including commitments entered into and which obligate SSRC to future spending
- Ensures the development and implementation of a plan to minimize foreign exchange exposure to currency gains and losses.
- Arrange insurance for the property of the National Society.

Lateral Relationships

- Establish and ensure effective working relationships with the 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 Requirements

- Master or Degree in Finance or related field
- Professional Accountancy qualification
- Basic Red Cross / Red Crescent Training Course to be completed before or within the first month of employment
- 5 years' experience in financial management, accounting and audit and risks management.
- 3 years' experience of working for a humanitarian aid organisation in Sudan / South Sudan or another developing country.
- Red Cross/Red Crescent Experience
- Experience in managing and developing financial teams
- Experience in training financial and non-financial staff on financial matters
- Experience in writing narrative and financial reports.
- Self-supporting in computers (Windows, spreadsheets, word processing)
- Valid international driving licence (manual gears)
- Fluency in English and 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
- Self-motivated with good judgement and initiative
- Advanced verbal and written communication skills
- Excellent interpersonal skills
- High level of attention to detail
- Able to prioritise and meet deadlines
- Sensitivity to diversity and cultural differences
- Excellent staff management skills
- Team player
- Proactivity and result oriented

How to apply:

Interested applicants should submit their Cover letter, CV with 3 references, Copy of National ID and Certificates including day time telephone contact to Human Resources Department. Or by email: vacancy@ssdredcross.org please indicate 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 indicate clearly the position you are applying for on the back of your envelope.

You should arrange your documents in the following order.

1. Cover Letter
2. Curriculum Vitae {CV}
3. Copies of Certificates and National ID or passport

Note: Only shortlisted candidates will be contacted for an interview and all the photocopies are not returnable and will remain the property of SSRC.

Female candidates are encouraged to apply.