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PLAN INTERNATIONAL SOUTH SUDAN

EXTERNAL JOB ADVERTISEMENT

Plan International is an independent development and humanitarian organization that advances children's rights and equality for girls. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge. For over 80 years we have been building powerful partnerships for children and girls, and we are active in over 80 countries. Plan International has been working in South Sudan since 2009 and in close collaboration with the key stakeholders at all levels to bring positive and sustainable changes in the lives of children and girls of South Sudan.

In order to enhance its response program, Plan South Sudan is seeking to recruit a qualified South Sudanese to fill the position of **"Grants and Finance Coordinator – to be based in Torit"**.

No. of Vacancies (1)

Job Title:	Grants and Finance Coordinator
Department:	Finance
Reports to:	Senior Grants Accountant
Level:	13
Location:	Torit

Purpose of the Role:

Plan International South Sudan is seeking a Grants and Finance Coordinator for the PlayMatters project, implemented through a consortium led by the International Rescue Committee (IRC) together with Plan International and War Child Alliance, in partnership with the LEGO Foundation. This role contributes to the broader PlayMatters 3.0 initiative, which aims to expand access to quality play-based learning for 500,000 children affected by conflict and crisis directly and 2.5 million indirectly across East Africa, including South Sudan, Ethiopia, and Uganda.

The incumbent will provide timely and reliable financial and analysis that leads to effective decision making. The key purpose of the post is to ensure that a sound accounting, financial management, internal control systems and procedures are in place for the smooth running of PlayMatter's grants finance portfolio in the locations

The post holder reports to Senior Grants Accountant and is responsible for staff advance management, Partner advances management, vendor accounts management, field operational cash management, accurate transactions processing, financial reporting and analysis, and internal financial controls enhancement



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Key End Results and typical Responsibilities;

Managing vendor accounts (30%)

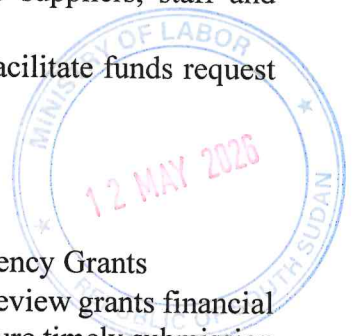
- Reconcile monthly the Creditors / vendors ledger accounts in SAP and resolve vendor related queries in SAP before month-end closure
- Reconcile staff advances ledger accounts and follow up overdue advances for clearance within the stipulated time frames, timeous data entry of liquidations in SAP projects and maintain staff advances register monthly.
- Review partner advance request ensuring amount requested is line with the agreement.
- Provide timely updates to the CFM/SCA on partner advances, staff advances and operational balances in system
- Review partner liquidations ensure expenditure is allowable and adequately supported
- Clear partner advances from the system after approval of the liquidations
- Reconcile operational cash advances to the Field Offices, review liquidations and timeous data entry of liquidations after approval in SAP.
- Real-time data entry and accurate processing of payment request documents and journals in SAP.
- Clear all open items in all vendor ledger accounts monthly
- Reconcile balance sheet ledger accounts ie prepayments accounts and, accruals accounts
- Data entry of inter-company transactions and ensure they are properly authorized and passed to relevant offices or countries.
- Conduct petty cash spot checks at least once per quarter
- Record keeping - Filing of all finance documents and maintain a retrievable document filling system
- Assist in preparation of year-end schedules and year-end financial reporting
- Assist in preparation of payment requests, process cheques/ transfers to suppliers, staff and partners
- Assist in compiling cash forecasts and funds requests for field offices to facilitate funds request from IH
- Assist in conducting annual physical asset verifications

Financial reporting

- Ensure timely preparation of accurate donor financial reports for the Emergency Grants
- Portfolio and coordinate timely submission to donors /NOs after approval Review grants financial reports prepared by Area Finance Manager and Grants Accountants and ensure timely submission to donors/Nos
- Ensure Accountability in Preparation, review, consolidation and submission of correct and complete Project Financial reports on time
- Ensure grants counting records, which include expenditure vouchers and financial reports, are properly filed..

Cash and Budgetary control (35%)

- Assist in the Annual budget formulation process and budget monitoring
- Ensure that all payments effected have adequately funded budget lines and are properly approved by Plan Managers with delegated authority
- For allocated grant – Assist in managing the EC grant, running accurate derivations & mapping of project account lines, accurate postings to grants and projects in SAP, budget monitoring, accurate



& timely donor financial reporting and prepare project line-item budget vs actual variance reports for management review.

- For allocated projects (EC) – Assist in tracking cost recoveries and timeous data entry of cost recovery journals in SAP and reporting progress.
- Ensure that all CO/PU bank account queries are raised immediately and cleared by the bank within seven days.

Internal Financial Controls & Compliance (30%)

- Ensure that all payments, staff and operational cash advances operate in line with approved Plan policies and procedures.
- Share good experience/practice among the team.
- Ensure that all transactions are in line with the country tax laws - complete and submit tax returns to the requisite authorities before due dates
- Continuous monitoring of internal control processes and procedures. Ensure adherence to financial controls, processes and procedures.
- Responding timeously on audit requests and queries and follow up on finance-related audit actions.
- Identify and timeous reporting of risks through the Plan risk management process and implement controls
- Promotes and abides by Plan policies and procedures including but not limited to: Gender equality mainstreaming, Child Protection Policy; Code of Conduct and the related mandatory reporting responsibilities.

Safeguarding Children and Young People (Safeguarding), Gender Equality, and Inclusion (GEI) Commitment (5%)

- Commit and contribute to an environment where children and adult program participants feel respected, supported, safe and protected;
- Never act or behave in a manner that results in violence including SHEA against a child, young person or adult or places them at risk of such violence;
- Be aware of and adhere to the provisions of the Safeguarding Policy, PSHEA Policy and COC of Plan International;
- Report and respond to safeguarding and SHEA concerns and breaches in line with the applicable procedures of Plan International;
- Maintain confidentiality of safeguarding and PSHEA concerns reported;
- Never participate in or support child marriages.

Dealing with Problems/Risks

Complexity of problems handled & the degree of investigation, analysis, & creative thinking required to solve them;

- The position requires appropriate knowledge and relevant skills in handling problems which may hinder Plan South Sudan to adequately meet its accountability obligations to the donors and the community.
- The role requires the job holder to adhere to Plan policies and procedures in-order to support a sound financial management system within the organization.

LEADERSHIP AND BUSINESS MANAGEMENT COMPETENCIES

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Leadership Competencies;

- Align work priorities and resource deployment in own area with Plan International's wider goals and longer-term direction.
- Lead through influence rather than position, and role model PI values, accelerating gender equality inside and outside Plan International and addressing resistance. Self-aware and keen to learn, seeking feedback and creates a safe environment for others to challenge self or raise concerns.
- Achieve desired outcomes and finds innovative solutions by using the expertise and creativity of others and adopting a coaching approach with the people they manage or advice.
- Delegate tasks and decisions, trusting and stretching others but ensuring they have the resources and support they need.
- Create space for reflection and uses external evidence and internal evaluation to identify what and how we need to improve and then to support others through change.
- Build positive relationships outside their own work area, being willing to compromise own preferences to achieve our broader purpose and longer-term impact

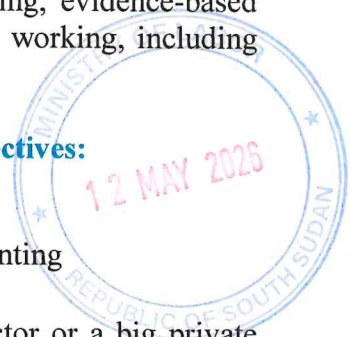
BUSINESS MANAGEMENT COMPETENCIES

- Understand relevant sectorial context including how the sector operates in terms of partners and governance and awareness of Plan's purpose, values, and global strategy
- Manage legal and reputational risk including risk assessment, communication, risk management and reporting in full compliance with risk-related standards, including in areas such as Child and Youth Safeguarding and Protection, Gender equality and inclusion, Counter Fraud, Safety and Security
- Manage people and information including skills in assessment and coaching, evidence-based management, communication skills, both speaking and writing, and digital working, including personal digital skills

Technical Expertise, Knowledge and Skills Required to Achieve Role's Objectives:

Knowledge;

- Bachelor's degree in Business Administration, Financial management Accounting
- Professional qualification in CPA, CIMA, or ACCA is required.
- 3-5 years (minimum) of grants Management experience for the private sector or a big private international organization.
- Experience in managing partners including capacity strengthening.
- Experience with international donor environment.
- Computer literacy and knowledge of accounting software systems (e.g. SAP/Dynamics Sun systems or QuickBooks Pro)
- Highly organized with ability to meet deadlines, troubleshoot and problem solve.
- Positive attitude and excellent interpersonal skills.
- Demonstrated ability to interact effectively with individuals at all levels to assist in the planning and coordination of activities and provide
- Great analytical skills and ability to think and analyze issues constructively and take initiative
- Attentive to detail, works well with deadlines and handle pressure well,
- Good collaboration and relationship building skills and interpersonal relations
- Experience in working with partners with low or less sound rules and regulations
- Excellent communication, presentation and report writing skills



Skills

- Strong facilitation, coaching, and interpersonal skills
- Good organizational and reporting skills
- Strong communication skills (written and verbal English required)
- Ability to work independently in field settings under minimal supervision
- Basic computer skills (Word, Excel, data collection tools)

Communications and Working Relationships:

Working contacts inside and outside the organization, include the purpose and level (high, medium, low) of the contact.

Internal:

Finance Manager, CO Senior Accountant, other Assistant Accountants, Project Accountants, Grants Accountant, Logistics and Administration, Signatories, Field staff,

External

Functional networks and external stakeholders.

PLAN INTERNATIONAL'S VALUES IN PRACTICE

We are open and accountable

- Promotes a culture of openness and transparency, including with sponsors and donors.
- Holds self and others accountable to achieve the highest standards of integrity.
- Consistent and fair in the treatment of people.
- Open about mistakes and keen to learn from them.
- Accountable for ensuring we are a safe organization for all children, girls & young people

We strive for lasting impact

- Articulates a clear purpose for staff and sets high expectations.
- Creates a climate of continuous improvement, open to challenge and new ideas.
- Focuses resources to drive change and maximize long-term impact, responsive to changed priorities or crises.
- Evidence-based and evaluates effectiveness.

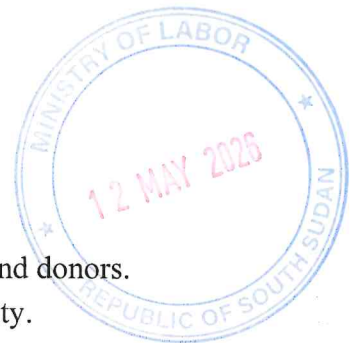
We work well together

- Seeks constructive outcomes, listens to others, willing to compromise when appropriate.
- Builds constructive relationships across Plan International to support our shared goals.
- Develops trusting and 'win-win' relationships with funders, partners and communities.
- Engages and works well with others outside the organization to build a better world for girls and all children.

We are inclusive and empowering

- We empower our staff to give their best and develop their potential
- We respect all people, appreciate differences and challenge equality in our programs and our workplace
- We support children, girls and young people to increase their confidence and to change their own lives

Physical Environment



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- Standard office environment with some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings, especially when in the field
- The post holder has a travel required of 20% to the field areas and the country office.

Level of Contact with Children:

- Medium level of contact with children

Inclusion and Diversity.

Plan International is an equal opportunity employer within the meaning of the relevant UN convention, Equality, diversity and inclusion is at the very heart of everything that Plan International stands for. Qualified Women and people with special needs are strongly encouraged to apply.

Employment of Relatives:

Plan International South Sudan is an equal opportunity employer. However, it discourages employment of relatives of staff members because of the conflict of interest associated with it. While trying to avoid such cases, applicants are required to declare in writing if they have any relatives working with Plan International South Sudan.

Application Submission Details:

All applications should be marked “**Application for the Position of “Grants and Finance Coordinator” Based in Torit**” and should be addressed to:

**The Director of People and Culture - Shared Services
Plan International South Sudan
Juba, Hai Jerusalem.**

NB: Applications can be submitted Online through hr.ss@plan-international.org
OR Hand delivered to Plan International Office in Torit.

The closing date for receipt of applications is before close of business on Friday, 29th May 2026.

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