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Approved by  
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**Our Vision for every Child, Life in all its Fullness; Our Prayer for every heart, the will to make it so**

**Building Brighter Futures for Vulnerable Children**

## **JOB OPPORTUNITY AT WORLD VISION INTERNATIONAL – SOUTH SUDAN**

World Vision is a Christian Relief, Development and Advocacy Organization dedicated to working with Children, Families and Communities to overcome poverty and injustice. World Vision serves all people, regardless of religion, race, ethnicity or gender. All employment in World Vision is conditioned upon successful completion of all applicable background checks, including criminal record checks where possible.

World Vision South Sudan is now seeking for a qualified and dynamic Individuals (**Man or Woman**) who are willing to share in our vision and promise to Children, to join us in the role below:

**Job title:** Grants Finance Officer  
**Reporting to:** Grand Finance Manager  
**Location:** Juba  
**Availability:** As soon as possible

### **Purpose of the position:**

To perform grants finance reporting and budgetary functions for assigned Grants and ensure that there is conformity with World Vision International reporting requirements and the stringent compliance standards established by each donor or government or regulatory agency to minimize incidences of any disallowed costs and/or significant expenditure variances.

### **Major roles and responsibilities**

- To perform grants finance reporting and budgetary functions for assigned Grants and ensure that there is conformity with World Vision International reporting requirements and the stringent compliance standards established by each donor or government or regulatory agency to minimize incidences of any disallowed costs and/or significant expenditure variances. Project expenditure monitored & executed as per Grants timeline and guidelines to ensure minimum underspending and zero overspending on approved budget.
- Timely and accurate preparation and analysis of the necessary monthly, Semi-annual, Annual Project and Final Finance reports. Coding errors are rectified within the month.
- Hold monthly review meetings with the project team and jointly document monthly variance explanations



- Work closely and support the project team to ensure timely re-allocations of resources to areas of need but subject to donor prior approval or notification as determined by the donor agreement.
- Timely & accurate uploading of the financial reports in the appropriate databases as per WV policies
- Monthly update and reconciliation of spending, receipts, settlements advices, funding commitments and receivables accounts.

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- **Internal control**

- Effective internal control in the financial management of the grant. Ensure accurate charging codes are provided to all stakeholders at all times.
- Follow up & ensure all project adjustment journals are posted on time to the respective projects.
- Ensure Grants Financial reports tally to expenses posted in Sun System at all times
- Monthly variance explanation & spending within the approved limits and flexibility as outlined in the signed agreements
- Review of expenses against the financial vouchers to enhance accuracy and correctness
- Follow up & ensure timely accrual of project expenses and liquidation of the accrued expenses is as per donor rules & regulations (signed agreement)
- Timely disbursement of funds to partners and reconciliation of the same during liquidation (partner accounting for the funds)
- Ensure proper contractual documents (record keeping) are in place and available to the relevant stakeholders and in line with WV policies of confidentiality where applicable
- Capacity building of fellow team members on your role & responsibilities to ensure work life balance and smooth business flow during annual leave, religious holidays etc
- Support non finance staff in understanding and interpreting of financial templates, financial reports and any other donor

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- **Budget Acquisition, Monitoring & Control**

- Supporting the project team in the financial planning (cash flow), budgeting and monitoring of the grant in accordance with donor rules and regulations and the approved project design; compliance matters Provide technical support during budget proposal development and extensions/amendments in line with donor rules & regulations and WV budgeting policies.
- Ensure accurate & timely submission of budget revisions/amendments to donors and other stakeholders
- Ensure budget posting & alignment in SUN System, Supply Chain system, and all the other relevant WV systems in the appropriate account codes.
- Ensure timely dissemination of the approved and fully coded budgets to all the relevant stakeholders involved in managing the project





- Participate in grants/project start up workshop by taking lead in grants finance training sections
- Continuous monitoring, follow up and reconciliation on project/grants funding receipts versus commitments with donors and respective WV partnerships.
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- **Compliance (Risk) Management**
- Compliance with Grants requirements as per World Vision policy, procedures, donor and the applicable Government requirements such as TAX & Audit
- Ensure 100% monthly compliance with Labor distribution reports (LDR)/work day policy
- Adhering to donor, government and WV partnership timelines
- Ensure timely and smooth project expenditure verification process, external audits, spot checks etc
- Orientation and continuous capacity building of staff including project team on donor & government compliance matters & timelines
- No occurrence of fraud or misappropriation of funds: Technical back stopping of payments
- Zero questioned costs in any of the audits, verifications or spot checks.
- Implementation of audit findings within 90 days

### **Qualifications: Education/Knowledge/Technical Skills and Experience**

- The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training:
- A first degree in Accounting or Finance.
- Must have Practical knowledge of Generally Accepted Accounting Principles and a thorough knowledge of financial systems and internal controls
- English Knowledge of Arabic is an added advantage
- Required a minimum of 3 Years working experience, 2 with an International NGO
- Excellent computer literacy skills, especially in MS Excel.
- In-depth working knowledge of Generally Accepted Accounting Principles (GAAP) and the WVI FFM.
- In-depth working knowledge of grant accounting.
- Knowledge of how to prepare, review, and present financial statements and financial reports.
- Good analytical skills.
- Ability to understand connections between financial and operational issues.
- Ability to ensure high level of quality and customer service
- Ability to handle financial information effectively.



- Ability to facilitate appropriate information flow amongst staff
- Ability to lead long and short-term planning
- Ability to respect and relate appropriately to people of other faiths

The position requires ability and willingness to travel domestically to support the Sub- Grants as well as field visits to support operations and stay in different location including camping if accommodations are not available.

## **HOW TO APPLY**

Interested candidates (**South Sudanese Nationals**) who meet the above criteria should submit their application, cover letter and an updated CV with at least three referees with their telephone and email contacts. Address your application to: **The Human Resource Manager, World Vision South Sudan**

**Indicate the position you're applying for in the subject line.**

Applications should be submitted to this email [recruitsdno@wvi.org](mailto:recruitsdno@wvi.org) or drop to the locations indicated above.

**Closing date for receiving applications is 22<sup>nd</sup> July, 2022.**

Please note that only shortlisted candidates shall be contacted and documents once submitted will not be returned to the candidates.

