

**JOB VACANCY**

<b>Vacancy opening</b>	Finance Manager
<b>Position open for:</b>	South Sudanese Nationals only
<b>Advertisement date:</b>	18 <sup>th</sup> Nov, 2021
<b>Duty Station:</b>	Juba
<b>Reports to</b>	Head of Operations
<b>Number needed</b>	01
<b>Duration of contract</b>	Six months with possibility of extension
<b>Start Date</b>	ASAP
<b>Closing date:</b>	8 <sup>th</sup> Dec, 2021



**JOB SUMMARY**

The purpose of the officer position is day to day implementation of the finance functions responsibilities as delegated by supervisor. These responsibilities shall be the same for all positions with the same title. The responsibilities shall be short and essential. Details belong in the Work and Development plan.

**MAIN RESPONSIBILITIES**

1. Ensure adherence with HCI policies, tools, handbooks and guideline
2. Implement delegated support function portfolio according to plan of action
3. Prepare and develop status reports as required by management
4. Ensure proper filing of documents
5. Promote and share ideas for improvement of the support function

**Other Responsibilities**

These responsibilities shall be adapted to the particularities of the job location and context, phase of operation, strategic focus and type of programme intervention. This



section shall be revised whenever a new employee is hired or the context changes significantly.

1. Act as bank agent and monitor the bank movements to ensure sufficient funds are available, and the finance manager is informed in advance to initiate transfer from headquarter.
2. Review payment requests for completeness and compliance with HCI procedures and ensure they are processed within the set lead time.
3. Maintain post backs for all banking transactions
4. Responsible for data input into the online banking platforms as well as preparing cheque/bank transfer letters and informing the suppliers for collection.
5. Be responsible for preparation of PIT and other deductions and timely payment to NRA.
6. Responsible for collection of monthly bank statements for all HCI bank accounts.
7. Request for new cheque books and file the used ones.
8. Provide voucher number for payments reviewed and approved by budget holder.
9. Ensure that all relevant documents to Finance unit including the vouchers are dispatched by field offices and received on time
10. Review completeness and naming of scanned documents
11. Collect, rename scanned documents and pass records to finance intern/s for uploading
12. Maintain invoice tracker and provide update as necessary.
13. Deposit cheques at banks
14. Ensure processed payments are cancelled "PAID"
15. Act in absence of Finance Assistant when assigned
16. Be focal person for Bid opening
17. Any other duties as delegated by the supervisor.



**Critical interfaces**

By interfaces, HCI means processes and projects that are interlinked with other departments/units or persons. Relevant interfaces for this position are:

- Program staff, Project Manager, field team
- Juba and field finance teams
- HR department

**KNOWLEDGE, SKILLS, ABILITIES AND EXPERIENCE REQUIRED**

- Degree or Diploma in Financing and accounting
- Experience from working as a Finance Officer
- Previous experience from working in complex and volatile contexts
- Documented results related to the position's responsibilities
- Fluent in English



Context/ Specific skills, knowledge and experience:

- Excellent command on excel
- Must be able to prioritize and have excellent multitasking and documentation skills.
- Good problem-solving skills, diplomatic and self-directed.
- High-level competency in computer skills (common Microsoft Windows and Office applications)
- Proven communication, interpersonal, representation, negotiation and leadership skills
- Fluent speaker of Arabic is an advantage
- Previous Audit experience is an asset

***Commitment to the vision and goals of Humanity Care Initiative is essential.***

**Note: *Female candidates with the right expertise are preferred and highly encouraged to apply.***

**How to apply:**

**Cover Letter** along with an updated **CVs** with details of **three most recent referees**, copies of certificates and National ID to be submitted via [recruit.hciss@gmail.com](mailto:recruit.hciss@gmail.com). The position **“FINANCE MANAGER”** must be clearly indicated in your **subject line of email**.

**Humanity Care Initiative values your applications; however, only shortlisted candidates will be contacted.**