

21 October 2022

50-H-3
Approved by
Inspector of
not 21/10/22
Mullu



Save the Children

Job Advertisement

Save the Children is an international non-governmental organization that works for a future of children, their families and communities realize social equity and dignity; have access to their basic physical, emotional and development needs.

SCI is seeking to recruit: -

Job Title: Finance & Grants Manager – Education Consortium (1 post)

Location: Juba, South Sudan (periodic travel to the areas of implementation)

Reports to: Education Consortium Manager; dotted line into Finance Director

Contract Period: TBC funding available until 31 Dec 2022)

ROLE PURPOSE:

The Finance & Grants Manager will support a Consortium of partners implementing refugee education programmes by ensuring the financial and grants management and information systems are in place and functional. The Finance & Grants Manager will be responsible for implementing an inter-agency fraud risk prevention, mitigation and response plan. The position is responsible for receiving and reviewing partner expenditures and reports and preparing consolidated financial reports for the donor.

In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly

KEY AREAS OF ACCOUNTABILITY:

Financial Management Systems:

Responsible for SCI South Sudan computerized financial systems package, coordinating data and transactions processing while providing technical support and training in Agresso usage and data retrieval for data to both the finance and non finance staff.

Ensure that the Agresso ledgers for all projects are maintained up to date and that transactions are posted on daily basis and are reconciled to correctness in projects, donors, activities, and expenditure codes in order to facilitate efficient and timely reporting to management and donors.

Responsible for managing the disbursement of funds to partners in line with payment schedules and any other requirements

Preparation and follow-up of invoices for partner expenditure, as necessary



Financial Reporting:

Review of financial reports and transactions by implementing partners
Consolidation of financial reports into one report for submission to member and donor
Ensure donor compliance during reporting in terms of templates and budgetary ceilings as applicable

Fraud Risk Mitigation and Response:

In coordination with the Implementing Partners, Country Directors, the Internal Controller and Consortium Management Unit, develop a Fraud risk mitigation and response policy.
Ensure the financial risk assessment is maintained and updated.
In case of suspicions of fraud, ensure the case is addressed as per the policy.

Training and Capacity Building:

Identify financial management capacity gaps and training needs assessments for both finance and non finance partner staff and provide hands on support and training for proper and effective use of resources
Conduct support to field offices and partner offices to reconcile accounting records and provide relevant technical support at such intervals as may be required

Audit Preparedness

Work with the Internal Controller and partner organisations to ensure the programme is sufficiently audit 'ready'
Ensure that any actions or recommendations included in the case of management letter resulting from any audits is followed up and reconciled
Coordinate donor audits

Donor Compliance

Ensure that the programme(s) of the Education Consortium are implemented in line with donor policies and compliance corresponding to finance and grants management (for example, budget line flexibility adhered to, expenditures eligible in line with policy etc.)

Awards (Grants Management)

Lead on the sub granting process for all Consortium and implementing partners in coordination with the Awards team
Ensure information is documented on AMS and maintain all partner records on AMS
Prepare budget vs actuals to inform ongoing grants review within the Consortium Management Unit and to identify deviations in implementation progress and flag delays / requests for support to the Consortium Management Unit
Provide updates on Senior Management on progress, risks, status



QUALIFICATIONS AND EXPERIENCE

- At least 4 years relevant working experience, preferably with International NGOs, with thorough understanding of GAAP and major donor standard requirements.
- Good financial management skills with knowledge of computer Accounting Packages and good understanding of major donors financial requirements, conditions and Government budgets and tax policies.
- Prior experience working with implementing partners
- Self motivated with demonstrated ability to generate financial reports and meet set deadlines and with good integrity.
- Team player with good interpersonal/communication, documentation, and facilitation skills and the ability to work under minimum supervision. Computer literary and fluency in English are a must.
- Ability to maintain personal professional development and competencies on financial issues.
- Strategic management and people management skills – team building and delegation.
- Strong negotiation, diplomacy and Confidentiality
- Computer literacy skills – MS office applications, word, excel, powerpoint, spread sheets.
- Good Policy Development and analytical skills
- Ability and willingness to undertake periodic field travel to up-country and in insecure areas.

Desirable

Prior experience working with institutional donor funding, such as Education Cannot Wait

Only Female candidates are highly encouraged to apply

The Organisation

We employ approximately 25,000 people across the globe and work on the ground in over 100 countries to help children affected by crises, or those that need better healthcare, education and child protection. We also campaign and advocate at the highest levels to realise the right of children and to ensure their voices are heard.

We are working towards three breakthroughs in how the world treats children by 2030:

- No child dies from preventable causes before their 5th birthday
- All children learn from a quality basic education and that,
- Violence against children is no longer tolerated

We know that great people make a great organization, and that our employees play a crucial role in helping us achieve our ambitions for children. We value our people and offer a meaningful and rewarding career, along with a collaborative and inclusive environment where ambition, creativity, and integrity are highly valued.

Application Information:

Please attach a copy of your CV and cover letter with your application, and include details of your current remuneration and salary expectations. A copy of the full role profile can be found at <https://southsudan.savethechildren.net/careers>



We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

All employees are expected to carry out their duties in accordance with our global anti-harassment policy.

In case you face any difficulty to access the link, please come to Save the Children International head office Juba Hai Malakal or SCI Field Offices for HR support

Deadline for submitting applications: 9th, November, 2022.

