



SB & H. 3
Approved by
S/Inspector 9 Juba
06/03/2024

Position type: Senior Finance officer
Number of Position: One
Duty Station: Maban
Contract type: Fixed term with possibility of extension depend on funding & performance
Reports to: Area Coordinator
Employment start date: April 2024
Advert closing deadline: 25th March 2024

JOB ROLE

Lead and manage the finance unit (including people planning, performance, well-being and development), ensure effective planning and quality implementation of the LWF Maban finance department activities including daily monitoring of LWF Maban daily quality of finance work. Provide technical support, guidance and input to the LWF Maban team.

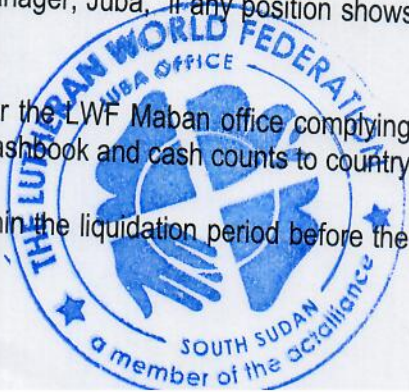
BACKGROUND:

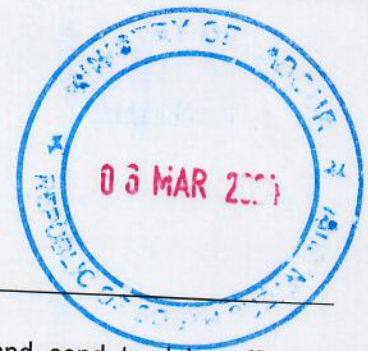
The Lutheran World Federation (LWF) South Sudan was established in 2009 and strives to provide humanitarian assistance (emergency/relief, rehabilitation and development work) to refugees, IDPs, returnees, host community and other vulnerable communities to enable them meet their basic human rights and needs in line with its vision and mission statements, and core values. The activities of LWF include education, child protection, food security, emergency, community protection and capacity building of local authorities and community members. LWF currently works in Central Equatoria, Eastern Equatorial, Jonglei, Upper Nile and Ruweng Administrative Area.

KEY RESPONSIBILITIES

Accounting / Finance

- Ensure all income and expenses recorded are correctly coded as per the chart of account provided by Juba, finance. Coordinate closely with Juba, Finance where confusion.
- Data entry in the online accounting software, if applicable and decided by Juba, finance.
- Follow up committed costs in all projects in coordination with Procurement department.
- Monitor the liquidity levels of the Maban office and ensure cash requests are sent to country office timely. Ensure minimum balance maintain at the month end.
- Based on monthly payroll, calculate budget projection for all positions covered for rest of months. Inform immediately to Area coordinator/ Team leader/ Finance Manager, Juba, if any position shows deficit by the end of the project period for taking require steps.
- Review staff accounts and follow up to ensure timely settlement.
- Ensure monthly cash book and all journals prepared, reviewed for the LWF Maban office complying financial procedures and policy. Send soft copy and signed scan cashbook and cash counts to country office by 5th of following month.
- Ensure all closing projects are reviewed and clean-up is done within the liquidation period before the final reports are prepared.





- Ensure the all financial documents are scanned on monthly basis and send to Juba office as instructed by Finance office, Juba. Ensure backup and there with proper archiving accessible to finance team and area coordinator/ team leader.
- Arrange for physical cash count on weekly basis ensuring cash book balance & physical cash count reconciled.
- Review payment documentation for accuracy and complying with LWF/ donor guideline procedures.
- Brief/ update program and finance team periodically on LWF finance polices and donor requirements for all disbursements.
- Ready to work in another location temporarily when needed to fill short term gap.

Budgeting, budget control, planning and Reporting

- Prepare/ assist preparing budget for all new projects to area coordinator and Juba, finance. Always ensure salaries, office operation and Juba office costs covered maximum to eligible limits.
- Conduct monthly Budget Verses Actual reviews when financial report receive conducting meeting together with program and concerns team.
- Support/ guide country finance team in budget re-alignment.

Local Tax management

- Coordinate Maban Finance, HR/Admin staff and/or with NGO Liaison bodies to obtain relevant local tax laws/requirements and ensure LWF is in compliance with same. This includes obtaining tax exemptions (i.e. Value Added Tax [VAT]) letters on yearly basis.
- Ensure all payments meet requirements of National Law and tax requirements are met accordingly.
- Coordinate with HR department to ensure all taxes related to staff salaries are paid on timely manner to the relevant departments within your area of support. This included taxes for expatriate salaries, where applicable.
- Support the finance to coordinate with the procurement and logistics department to ensure the relevant taxes (if applicable) are indicated in all supplier documentation and paid to the relevant departments on timely manner.
- Keep update Juba finance on any changes and challenges regarding the taxation policies/ rules in the area.

Others

- Ensure the implementation of recommendations raised through internal & external audits, compliance audits etc.
- Be the focal person for donor verifications and audits to be conducted at Maban level.
- Ensure proper filing system for financial documents. Ensure all finance documents are scanned before sending originals to Juba.
- The responsibilities listed in the JD are not exhaustive and may be readjusted according to operational needs but will remain in line with the overall purpose of the role.

QUALIFICATION AND EXPERIENCE

- Minimum bachelor degree in Finance/Accounting/ Commerce/Business Administration or other relevant field.
- At least three years of work experience in field of finance/accounting/book keeping.
- Hands-on experience/skills in MS Excel (experience in working with formulas)



THE LUTHERAN WORLD FEDERATION SOUTH SUDAN

- Experience in preparation of budgets for UNHCR/ BPRM/ECHO/UNICEF donors will be an add advantage.
- Ability to conduct financial training for finance and program staff.

Application Process

- All applicants must send their application letter and updated CV and supporting documents to the Human Resource office in Juba recruitment.southsudan@lutheranworld.org
- Hand delivery is accepted. Applications by email should come with the subject 'Application for Senior Finance Officer'. Emails or applications that don't have that in the subject box will not be considered.

Female candidates are encouraged to apply. Only shortlisted candidates will be called for interviews.

Child Safeguarding:

LWF is a participatory organization of the inter-agency scheme for the disclosure of safeguarding related misconduct. For more information, please go on website: <https://misconduct-disclosure-scheme.org/>. Applicant agrees that related reference checks to be done by the LWF Human Resources office.



MISCONDUCT DISCLOSURE
SCHEME

Child Safeguarding:

LWF is a child safe organization and is fully committed to promoting the realization of children's rights including the right to protection from violence and abuse. We therefore, have particular responsibilities to children we work and come into contact with to keep them safe from any harm or risk. In line with LWF policy, any appointment is contingent on thorough criminal record checks.

