



VACANCY ANNOUNCEMENT

Action Against Hunger is a Non-Governmental Organization whose aim and mission is to save lives by eliminating hunger, Under-nutrition, particularly during and after emergency situations like disasters. Action Against Hunger focuses on nutrition, health and healthcare practices; food security and livelihoods (FSL); water, sanitation and hygiene (WASH) and advocacy.

Action Against Hunger USA is currently looking for a qualified **South Sudanese Nationals** to fill in the position of **FINANCE MANAGER (ACCOUNTING & TREASURY)**: 01 position

Position open date: **December 6, 2022**

Closing date: **December 23, 2022**

Expected Start date: **January 1 2023**

Contract Duration: **12**

Location **Juba**

I. SUMMARY OF POSITION

The Finance Manager will have responsibility for ensuring that all financial transactions for the Country Program are documented and accurately accounted for. The incumbent will be responsible for ensuring that all ACF accounting procedures are followed and budgets are adhered to and HQ reporting requirements and deadlines are met; cash is controlled and accounted for in a timely manner in accordance with ACF, donor and compliance requirements ensuring correct costs are allocated to multiple projects.

II. PURPOSE

The Finance Manager (Accounting & Treasury) oversees processing & classification of monthly transactions to present financial results which are accurate, reliable, timely, relevant, consistent for comparability, easily understood and supports management decision making.

III. ENGAGEMENT

The Finance Manager (Accounting & Treasury) will hold an interactive relationship with Regional/HQ teams, the Country's Human Resources, Logistics, Coordination Teams i.e. Technical Heads of Departments, Field Coordinators and external stakeholders including but not limited to partners, Finance Technical Working Groups, Government Sectors and Banks.

IV. DELIVERY

The Finance Manager (Accounting & Treasury) will undertake functions including but not limited to enforcing accounting policies and procedures, business process improvement, cash-flow management, financial accounting and reporting, treasury forecasting, training, mentoring and managing staffs.

V. ESSENTIAL JOB FUNCTIONS

1. Bank, Treasury Management and Audit:

- Supervise both bank and cash disbursements in favor of internal as well as external clients ensuring all validated support documents are in compliance with internal control procedures, donor provisions & statutory regulations.
- Supervise cash movements and supporting documents filing
- Oversee cashflow management, review monthly bank reconciliation statements to ascertain accuracy and maintain filed signed copies of the same for reference and support to monthly accounting bundle submission to HQ
- Undertake review of cash counts, both scheduled & surprise with documented copies filed for reference.



- Oversee Timely receipt, review and consolidation of all mission cash and bank books for both Juba and bases into the accounting system.
- Maintain updated and documented Bank Signatory information consistently on exit and introduction of signatories respectively.
- Be the primary contact with Country Program Banks, maintaining good customer relationship to facilitate smooth operation and prompt resolution of queries.
- Manage bi-monthly treasury firecast to ensure availability of funds to support program activities.
- Facilitate management and archiving of finance support documents and files for easy retrieval when required for audit or reference.
- Support pre audit and participate in audit activities by ascertaining completeness of audit sample support documents and check validity of corresponding accounting data with the intermediary and final reports.

2. Internal Control Systems, Finance and Accounting Management

- Ensure Monthly Accountancy bundle is prepared in compliance with internal control procedures, donor provisions and statutory regulations
- Ascertain Periodic (monthly) Financial Reports submitted to HQ are representative, accurate, reliable, present true & fair view of state of affairs as at reporting dates.
- Manage the shared cost allocation, Consolidated BFU update and be the focal point for SAGA base, HQ accounting questions and feedback on accountancy.
- Ensure accountancy feedbacks are comprehensive and provided on monthly basis
- Undertake review of payroll journals for accuracy and completeness prior upload into the financial systems and facilitate monthly reconciliation of accrued payroll journals
- Support periodic reviews of compliance/procedures/policies & recommendations on necessary improvements documented and filed.
- Review Class 4 reconciliation, tier codes and third party classification before closure of monthly accounting records to ensure consistency with mission's coding structure
- Maintain aging analysis of all advances providing comments where appropriate and facilitate reduction, through consistent matching in SAGA, follow up, of those outstanding to current month's only
- Review Intermission invoices extraction to facilitate confirmations to HQ and incorporate HEARO/HQ confirmed Recharges into the mission's accountancy by passing appropriate journal entries.
- Mitigate risks of disallowed costs during each reporting period owing to care taken during expenditure review in line with specified donor/organization's provisions.
- Ensure accruals at each grant closure are accurate, valid and liquidation done within donor liquidation period.
- Analyse Z1 approved funding versus expenditure allocations and share with Head of Finance on a monthly basis.

3. Staff Management, Training and Continuous Learning:

- Maintain Performance Management, Assess & Strengthen Technical Capacity Of Direct Finance reports through monthly Ten Minutes Conversations, Feedback, coaching, On the Job Training, Performance Management and Evaluation.
- Support direct reports in identifying relevant training needs and encourage staff enrolment and taking sponsored causes through Learn lab.
- Identify training needs and conduct regular training to finance staff across the Country Program in bookkeeping, treasury management and internal control systems.
- Monitor staff competencies post-training and provide regular feedback and guidance to ensure all gaps in knowledge are addressed and rectified with supervisors as appropriate.

VI. GENDER EQUALITY COMMITMENTS

- Foster environment supporting values of both women and men equal access to information, promotion based on performance objectives and respect for beneficiaries regardless of gender, sex, disability, religion or cultures.
- Promote and uphold the PSEA Policy and Procedures.

VII. REPORTING RESPONSIBILITIES

- Monthly Accountancy (Accountancy Bundle, Class 4 report, Shared Cost, Consolidated BFU, Treasury forecast, Depreciation table, Cost Recovery) and In-kind Donations



- Training on Accounting Tools & procedures, good practices, regular preventive compliance visits to the field and reports with recommendations on identified internal control issues

VIII. REQUIRED QUALIFICATIONS

- Bachelor's degree in Finance, Business Administration with CPA or ACCA
- Advanced Diploma in Accounting from recognized College/Institutions with a minimum of three (3) years of accounting experience.
- Computer literate with significant experience in excel, accounting package knowledge (SAGA) will be an added advantage.
- The candidate should be mature, with stable personality and ability to maintain confidentiality.

IX. REQUIRED SKILLS & EXPERIENCE

- 3+ years of experience in Financial management
- Attention to details, extreme motivation, willingness to learn and grow in the organization
- Exceptional organization and planning skills, ability to manage and follow work plans
- Highly developed interpersonal communication, able to negotiate, influence, give effective feedback, a team player able to manage stress effectively, juggle competing priorities and able to maintain confidentiality
- Fluency in English, strong computer skills particularly in Excel, literacy and numeracy
- Experience with SAGA accounting software

X. Safe guarding Commitment

Action Against Hunger has zero tolerance towards all forms of harm and abuse. We take concerns and complaints relating to safeguarding issues involving our staff, partners and suppliers very seriously. **We will take action to vigorously investigate and manage any violations or alleged violations of this policy**

To apply, please! Send your **Cover letter, CV, & ID card as one Document** with three professional References to recruitment@ssd-actionagainsthunger.org specifying **FINANCE MANAGER (ACCOUNTING & TREASURY)**: as the title of your email, or hard copy Applications delivered to Action Against Hunger Office in Hai Cinema, near St James Parish.

The deadline for applications is **December 23, 2022 at 5:00pm.** We do appreciate your interest to work with us; However, Only shortlisted Candidates will be contact.

We will only receive, accept and consider all applications submitted through referred channels above, any applications submitted other than channels stated here in will not be accepted.

"This Position is Open to South Sudanese Nationals Only"

"Qualified Female Candidates are encouraged to apply"

