



13 August 2025

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.

Save the Children has zero-tolerance policy on conduct that is incompatible with the aims and objectives of the organization, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. All selected candidates will be expected to adhere to Save the Children's policies and procedures and the standards of conduct expected and will therefore undergo through Legal vetting, reference/background checks

SCI is seeking to recruit: -

Job Title: Finance & Grant Coordinator

Location: Juba with frequent field visits

Reports to: Finance Manager.

Contract Period: 1 Year

CHILD SAFEGUARDING:

Level 3: the role holder will have contact with children and/or young people either frequently (e.g., once a week or more) or intensively (e.g., four days in one month or more or overnight) because they work in country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.

KEY AREAS OF ACCOUNTABILITY:

Financial Management Systems and Reporting:

- 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.
- Ensure accounting systems, policies, internal controls and procedures are established for collection of accurate, complete and timely financial data. (E.g Budgets, forecasts, expenditures, payroll, commitments and delegation of authority)



- Provide necessary checks and balances to ensure funds are spent effectively, efficiently and in line with donor requirement.
- Keep track and monitor Consortium partner's expenses to ensure that they are appropriately captured in the accounting system to their respective project codes and approved budgets.
- Assist on the award close out at the end of BRACE Programme.

Financial Reporting:

- Review of financial reports and transactions by Consortium partners
- Ensure that all costs/office expenditures are correctly charged under the respective donor budget lines
- Prepare adjustments journals and ensure they are posted on timely manner.
- Prepare budget versus actuals to monitor budgets on regular and timely basis
- Regularly provide finance information to NCU team on partner spending
- Ensure that all the financial reports and supporting documents are stored securely
- Ensure all donor requirements are complied with and other proposals and reports are submitted on time
- Assist Finance and Awards Manager, prepare donor financial reports with due accuracy and ensure timely submission

Working with Partners and Capacity Building

- Conduct monthly verification of Consortium partner's expenditure to ensure that they are properly supported and are in accordance with the approved work plan
- Build the capacity build of the Consortium partners at Juba and Field levels in financial reporting
- Lead on monitoring the budgets for partners.
- Ensure all donor and SCI guidelines are complied with and communicated to partners
- Review Partners bank reconciliation statement and compare with expenditures and balances reported in the Statement of Source and Application of Funds
- Communicate to NCU and Finance team of any areas where noncompliance exists or expenditures cannot be verified.
- Follow up on any issues raised following these reviews to ensure that they are properly addressed.
- Ensure partners monthly financial reports are submitted and reviewed timely.
- Preparation and follow-up of invoices for partner expenditure, as necessary
- Conduct support to field offices and partner offices to reconcile accounting records and provide relevant technical support at such intervals as may be required

Fraud Risk Mitigation and Response:

- In case of suspicions of fraud, ensure the case is addressed as per the policy.
- Build the partner's capacity on fraud mitigation

Audit Preparedness and Donor Compliance

- Work with the Finance and Awards Manager and partner organisations to ensure the programme is sufficiently audit 'ready'



- Assist the Finance and Awards Manager in follow up of any actions or recommendations resulting from any audits
- Assist donor audits and ensure smooth completion in coordination with the partners.
- 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.)

QUALIFICATIONS

A bachelor's degree in commerce, Accounting or Business Administration from a recognised university. Possession of a postgraduate qualification or professional qualification such as ACCA, CPA, CIMA, ICASA etc is an added advantage.

EXPERIENCE AND SKILLS

Essential:

- At least 2-4 years of experience working within a Finance function.
- Solid experience in budgeting and reporting throughout the lifecycle of grants / awards
- 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
- Excellent interpersonal skills and able to communicate with diverse stakeholders
- Strong analytical skills and ability articulate complex information in an easy-to-understand manner
- Strong ability to prioritize, plan ahead and meet multiple deadlines each month
- 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.
- 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

Application Information:

Click the provided link to apply ([SCI Career Site Careers \(oraclecloud.com\)](https://www.oraclecloud.com))

Please attach the following documents

1. Application letter/Cover letter and CV



2. Copy of Nationality ID must be a South Sudanese
3. Education Qualifications/ Transcript and Certificate.

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 difficulty in accessing the link, please come to Save the Children head office Juba Hai Malakal or SCI Field Offices for technical support or submit hard copy.

Deadline for submitting applications: 4th, September 2025.

Cc: MoIJobadvert@gmail.com; (National Ministry of Labour email

