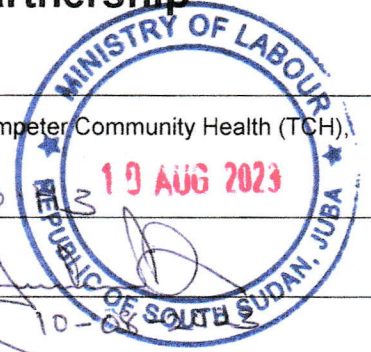


# Vacancy for Finance Manager for ECSS-AID UK Partnership Projects

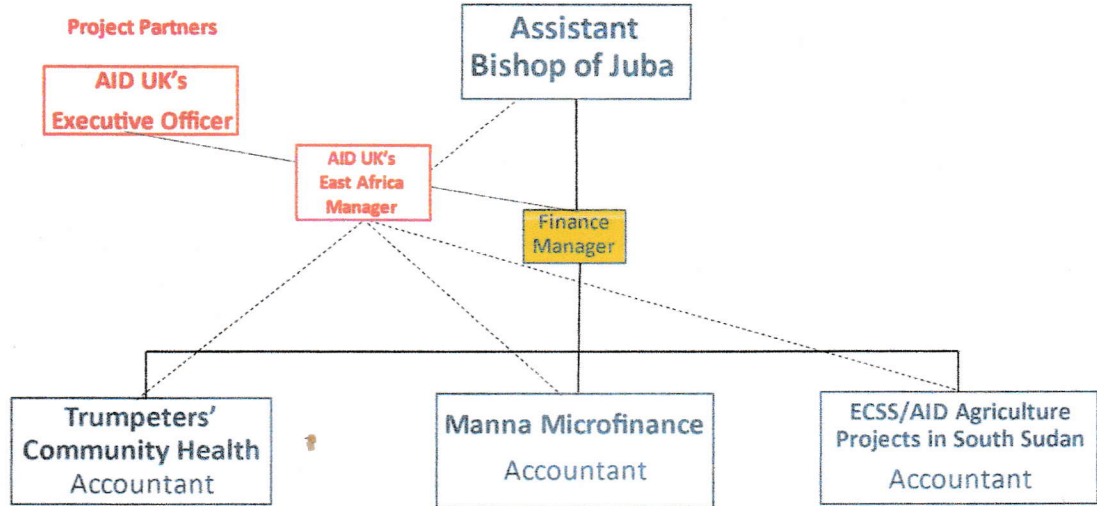


<b>JOB TITLE</b>	Finance Manager for ECSS/AID UK Partnership Projects in South Sudan (Trumpeter Community Health (TCH), Manna Microfinance (MMF) and ECSS/AID agriculture projects),
<b>LOCATION</b>	Juba, South Sudan
<b>REPORTING TO</b>	The Assistant Bishop of Juba
<b>OVERALL PURPOSE</b>	<p>The Finance Manager will be responsible for overseeing the management of the finances of three ECSS-AID UK partnership projects: Trumpeters Community Health (TCH), Manna Microfinance (MMF) and ECSS/AID agriculture projects. The Finance Manager will be the line manager of the three project accountants. This will require close cooperation with each accountant to ensure Finance management of all three projects is effective, efficient, honest and transparent. The areas of operation include finance policy implementation, donor budget tracking (debits and credits), internal audits, Finance report preparation, banking, and external audit support.</p>
<b>OVERVIEW</b>	<p>Trumpeter Community Health (TCH), Manna Microfinance (MMF) and ECSS/AID agriculture projects in South Sudan are all ECSS projects which are national, faith-based organizations (FBOs) that are non- governmental, non-profit making and non-political humanitarian relief and development organizations.</p> <p>All three exist to transform lives by setting up and implementing project activities. Specifically:</p> <ul style="list-style-type: none"> <li>• TCH provides clean water and promotes improved hygiene and sanitation standards in local communities, especially to underserved and vulnerable population groups affected by conflict.</li> <li>• MMF strives to alleviate poverty through microfinance support including table banking.</li> <li>• ECSS/AID AGRICULTURE PROJECTS promotes agricultural production, especially in communities that have suffered trauma, are threatened by food scarcity and that would benefit from training and assistance in restarting food production.</li> </ul> <p>The Assistant Bishop of Juba has overall management responsibility for the three ECSS-AID UK partnership projects, TCH, MMF and ECSS/AID AGRICULTURE PROJECTS, and will be the line manager of the Finance Manager for ECSS/AID UK Partnership Projects.</p> <p>The Finance Manager will also be subordinate to and will be required to work in co-operation with AID UK's East Africa Manager. This is because a substantial proportion of the funds donated to the three projects comes from AID UK, a UK registered charity (UK Charity Number 1138664). AID UK is legally obliged to ensure that all charitable funds (i.e. funds that benefit from UK tax concessions) donated to projects outside the UK are managed and disbursed in a manner which conforms to the UK Charity Commission's requirements. If at any stage AID cannot account for the way funds given to TCH, MMF and ECSS/AID AGRICULTURE PROJECTS have been spent and managed, then AID's Trustees would be obliged by UK law to halt all further donations to ECSS-AID UK partnership projects.</p> <p>The Finance Manager will operate within this Finance management structure:</p>

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Financial Management Structure  
ECSS-AID UK Partnership Projects



**MAJOR OBJECTIVES**

- Oversee the Finance management of TCH, MMF and ECSS/AID AGRICULTURE PROJECTS.
- Develop more effective and efficient cost accounting systems and Finance policies.
- Review and reform as necessary the Finance management of all three projects to bring them into compliance with UN Finance management requirements.
- Consolidate accounts for different projects.
- Prepare Monthly Finance Projects Report
- Improve the current Charts of Accounts
- Track depreciation and the recording of fixed assets procurement,
- Manage and procure stock/reserves,
- Develop and manage Finance risk assessment.
- Update the "Finance Manual" on a regular basis to codify these changes.
- Stock taking
- Prepare internal and external Finance reports on all programmes.



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- Supervise all internal and external audits.
- Train finance office members and field staff responsible for Finance reports.
- Report to AID's East Africa Manager on month-by-month accounting management
- Carry out any other duties as requested by immediate supervisor.
- Ensure all projects are independently audited and accounting anomalies are appropriately managed throughout the Finance year as directed by AID's East Africa Manager.
- Provide support to AID's East Africa Manager to meet the requirements of external audits.
- Propose improvements to enhance the effectiveness and efficiency of the Finance department.
- Update the Finance Manual and develop systems for the effective and efficient implementation of Finance policies.
- Implement new Finance policies in collaboration with the accountants of the three project areas (T-CH, Manna Microfinance and AID sponsored agriculture projects).
- Identify deficiencies in Finance understanding among the accounting staff and conduct informal capacity building activities and/or formal training workshops as necessary.
- Represent TCH, MMF and ECSS/AID AGRICULTURE PROJECTS professionally and competently to external constituencies such as Sudan governmental agencies, partner organizations, UN agencies, and other INGOs.

#### MINIMUM QUALIFICATIONS/ EXPERIENCE

- Completed bachelor's degree in accounting or business administration.
- A minimum of 3 years work experience in the accounting field, preferably with an INGO in the humanitarian and development field.
- Strong oral and written communication skills in both English and Arabic.
- Experienced in writing and reviewing Finance guidelines and reports.
- Proficient in computer accounting software programmes such as Word, Excel and QuickBooks.
- Significant experience in and understanding of managing debits and credits, reviewing Finance entries for anomalies, reconciling accounts, and performing internal audits.

#### SKILLS/ATTRIBUTES

- Excellent analytical and logic skills
- Self-starter and independent thinker, but willing to follow instructions.
- Team player; able to build strong interpersonal relationships.
- Able to work under pressure and with people from diverse cultures.
- Flexible work style.
- Willing to be a positive and willing member of a dynamic and evolving team.
- Excellent oral and written communication skills (English and Arabic).
- Committed to TCH, MMF and ECSS/AID AGRICULTURE PROJECTS core values as a Christian organization.

#### WORK CONDITIONS

Based in Juba. The position requires occasional travel to field offices to monitor AID's project or for training.

Working days - 2 days in a week

ECCS/AID UK Partnership Projects would particularly welcome applicants who would be willing to increase the number of days they can work as and when the project work expands.



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JOB COMMITMENT	
Starting date	Friday 15 September 2023
Duration of commitment	This position will start with a probationary period of four months, from 15 September – 31 December 2023. On or around 1 December 2023 the post will be reviewed and a contract may be offered for one year, with scope to extend the contract in subsequent years.

SUBMISSION OF APPLICATION	
Starting Date	10.08.2023
Closing date	29.08.2023
Address	All applications should be sent to. <a href="mailto:ladoremijo@gmail.com">ladoremijo@gmail.com</a> copy to <sup>Tabitha -</sup> <a href="mailto:muthui@interanglicanaid.org">muthui@interanglicanaid.org</a> Please use reference code "Finance Manager - Juba – Vacancy" in the subject line.
Other information	Please provide the following by when applying for this post: <ol style="list-style-type: none"> <li>1. Application letter</li> <li>2. Curriculum Vitae (CV) that contains details of your qualifications, experience, present position, current remuneration, contact details, and names of three references.</li> <li>3. Experience certificates.</li> <li>4. Recommendation letter from your Parish Priest.</li> <li>5. Copy of birth certificate, Nationality ID or other relevant identification document.</li> </ol> Only short-listed candidates will be contacted.

ECSS/AID Partnership Projects IS A DRUG FREE ENVIRONMENT



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