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| **Job Advertisement-Nationals Only** |

Charity Mission Corps Popularly Known as CMC is a non-Profitable, non- governmental organization registered and recognized by Relief and Rehabilitation Commission (RRC) in the Republic of South Sudan. It was founded by group of qualified south Sudanese Nationals with experiences in working with both National and International organization. The organization was initiated in2017and registered in2018 with an aim of providing development and Humanitarian services to extreme communities affected with poverty and crises by enhancing transformation of their lives and ensuring total health and well-being. CMC is currently implementing the WASH project funded through the South Sudan Humanitarian Fund to respond to the emergency needs of the population in Pibor County former Jonglei State. This SSHF funded WASH project aims at providing equitable water, hygiene and sanitation services to the most vulnerable disaster affected population in Pibor for 6 months working towards alleviating lives and building resilience.

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| **Job Title** | **Finance Officer**  |
| **Location** | Juba |
| **Reporting to** | Executive Director |
| **Duration of Contract** | 6 Months  |
| **Starting Date** | As soon as possible |
| **Deadline** | 21st January,2022 |
| **No. Position** | One |

Supporting Effective Humanitarian Partnerships’ is a global initiative to develop and strengthen interagency coordination around capacity strengthening platforms for local and national actors within humanitarian contexts. The aim is to create long-lasting humanitarian response capacity among CMC programs to realize the aspirations of CMC Vision, and Core Humanitarian Standard.

 The Finance Officer will be responsible for managing the financial operations of the Organization and ensuring that proper procedures, documentation are maintained in compliance with Donors regulations and organization’s financial policies, procedures. He/she will work in collaboration with the project Team, Management as well as other stakeholders. The successful candidate will be a highly-motivated ‘self-starter’ who has experience in managing the financial operations of the Organization and ensuring that proper procedures, documentation are maintained in compliance with Donors regulations and organization’s financial policies, procedures. **S/he will preferably be a South Sudanese national while** the position and project is funded by south Sudan Humanitarian fund, the role and project are not to be viewed as being that of ‘CMC’ – but instead, as an initiative aimed at serving the wider humanitarian community beyond any one agency’s individual interests.

**Main Responsibilities.**

* Oversee the spending and accountability for project funds.
* Track project expenditures keep detailed accounting records and prepare financial reports.
* Responsible for project reports, ensure adherence to financial control, process and procedure and timelines.
* Cash and Budget Management to Allow for Timely Response
* Provide financial support to the project staff.
* Coordinate financial activities with other project partners.
* Assist staff in training on financial procedures.
* Monitor cash flow and ensure sufficient funds are available to support project areas.
* Work with Project Staff to prepare accurate and detailed financial reports in a timely manner.
* Prepare weekly and monthly project cash forecasts in a realistic manner.
* Review cash disbursement Vouchers and purchase requisitions and Orders.
* Review payment packages for budget availability and correct coding.
* Monitor budget versus actual expenditure.
* Ensure timely processing and disbursement of payments to legitimate suppliers/vendors/contractors.
* Prepare work plan and budget in coordination with project officers and make sure that all expenditures are according to work plan and budget Accurately Financial Reports to ensure compliance to accounting Standards and best practice.
* Coordinate and ensure availability of all documents during Project audit Ensure Internal Financial Controls Compliant to Established Policies and Procedures.
* Follow up finance-related audit actions.
* Participate in quarterly physical asset and inventory verifications.
* Budget management and monitoring in line with donor requirements relevant working groups
* Participation in Charity Mission Corps budget review meetings on a monthly basis
* Collaborate with Charity Mission Corps Logistics team to ensure that all procurement is planned and appropriately requested ahead of time
* Promote and connect local actors to online learning systems and platforms
* Contribute to global learning, both by sharing and receiving lessons with other agencies.

Additional contributions to national or global capacity strengthening or coordination initiatives may be requested during the course of the project

**BEHAVIOURS (Values in Practice):**

**Accountability:**

* Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Charity Mission Corps values.
* Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

**Ambition:**

* Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same
* Widely shares their personal vision for Charity Mission Corps, engages and motivates others
* Future orientated, thinks strategically

**Collaboration:**

* Builds and maintains effective relationships, with their team, colleagues, members and external partners and supporters
* Values diversity, sees it as a source of competitive strength
* Approachable, good listener, easy to talk to

**Creativity:**

* Develops and encourages new and innovative solutions
* Willing to take disciplined risks

**Integrity:**

* Honest, encourages openness and transparency

**QUALIFICATIONS AND EXPERIENCE**

* A degree in Accounting or equivalent qualification in accounting, finance or related area(s) including a certified public accountant (CPA) from a recognized learning institution.
* Three to four years of experience performing accounting functions.
* Strong financial management and accounting skills.
* Knowledge of the Microsoft Office tools, particularly Excel, access and word.
* Experience with QuickBooks accounting software.
* In-depth knowledge of finance and accounting preferably in non-profit making organization Demonstrated behaviors needed by the post holder to successfully perform the role:
* Hardworking with capacity to work independently with minimum supervision honest, integrity, open and transparent personality.
* Team player
* Work towards achieving a team goal and result oriented
* Persuasive and able to work in different cultural settings
* Motivated, energetic and strives to develop and support others
* Work for the best interest of the organization and community
* Appreciate child rights and gender equality
* Ability to work under harsh condition
* Analytical and problem-solving ,Planning, and organizing skills,
* Influencing and persuading skills
* Excellent verbal and written communication skills.

**Additional job responsibilities**

The job duties and responsibilities as set out above are not exhaustive and the post holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

**FURTHER INFORMATION & HOW TO APPLY:**

Interested candidates should submit applications containing updated CV, Motivation Letter, Reference contacts, and ONLY Copies of Nationality ID, Academic documents & relevant certificates to: Please send your applications, CVs, and Copies relevant certificates to the: (Human Resource Department Charity Mission Corps Head Office Juba, South Sudan) or send by email to recruit@cmc-ss.org the closing date for applications is (21st January,2022)

Only shortlisted candidates shall be contacted for interviews.

* This position is open for South Sudanese nationals only.
* Female Candidates are encouraged to apply!
* Only candidates who meet the selection criteria will be contacted.