



## **VACANCY ANNOUNCEMENT: Finance Manager**

**Job Title:** Finance Manager

**Location:** Juba, South Sudan with occasional travel elsewhere in South Sudan

**Duration:** One year fixed-term contract, with the possibility of extension, subject to three month probationary period

**Reporting to:** South Sudan Country Director

**Staff Responsibility:** Administration and Finance Assistant

**Overview:** The Finance Manger is responsible for overseeing and implementing the financial systems to support Concordis' South Sudan programmes. This includes financial planning, monitoring, reporting, compliance with national regulations and Concordis and donor policies and training staff in financial matters. The position will work closely with staff in Conordis offices in South Sudan (in Juba, Unity State, and Upper Nile) as well as liaise with Concordis offices in Sudan and the UK.

### **Key areas of responsibility:**

- Plan and implement systems for financial operations in both the main country office and in field offices in accordance with the Concordis International financial procedures and donor regulations, including systems for cash flow management, budgeting, consolidation of accounting information, internal controls, financial reporting, financial record-keeping, grant management and compliance.
- Oversee and manage daily country-wide accounting and finance functions including the timely recording of transactions, cash management, banking, payroll, inventory, receivables and payables.
- Provide monthly management reports to the Head Office and Country Director, including income and expenditures ( cash count & bank reconciliations, bank statements & verify currency exchange rates), sub-grantee reporting and other financial information, in a timely and accurate manner.
- Maintain the office cash fund (bank accounts & office cash) and make daily payments of approved transactions.
- Maintain the financial filing system such that files are updated, complete and safeguarded as well others confidential documents.
- Prepare photocopies of vouchers and other supporting documents as required for the monthly reporting package to HO Finance, in a timely and accurate manner.
- Maintain banking relations and plan and monitor country cash flow requirements to ensure the smooth implementation of Concordis programs.
- Develop annual fiscal year budgets as well new project budget with the Country Director and develop as well implement grant budgeting and forecasting systems.
- Effectively stay abreast of relevant national laws and donor policies, procedures, rules and regulations; perform internal audits and reviews as required to ensure compliance with donor requirements.
- Review and monitor partners' financial reporting and compliance. Provide additional technical assistance to partners as necessary to maintain high standards of compliance.

- Ensure compliance with Concordis procurement policies and procedures for all goods and services and ensure that all transactions are fully and properly documented.
- Provide support for the implementation of Concordis activities in Juba and throughout South Sudan in financial matters.
- Implement and maintain Concordis financial policies and procedures and provide training for Concordis staff when necessary.
- Support the recruitment of all Concordis finance staff in country.
- Analyze compensation packages, taxation requirements and human resource policies for local staff to ensure that Concordis International has adequately accounted for the financial impact of local staff compensation and benefits.
- Coordinate with logistics staff to manage organizational assets and ensure the asset inventory is up to date.
- Perform other duties as assigned by the Country Director.

### **Required attributes and experience:**

#### Essential

- South Sudanese national
- University degree in administration, finance, accounting or related field
- At least 5 years professional experience in financial management, preferably with an INGO
- At least one year professional experience leading a financial department, preferably with an INGO, including supervision of staff
- Experience with accounting software packages
- Good computer skills (Microsoft Office, particularly Excel)
- Fluency in English
- Commitment to Concordis' mission, principles, values (available at [http://www.concordis-international.org/files/pdfs/Concordis\\_Mission-Principles-Values.pdf](http://www.concordis-international.org/files/pdfs/Concordis_Mission-Principles-Values.pdf))
- Personal efficiency, resourcefulness, organising ability and flexibility

#### Desirable

- Experience training staff and partners in financial management
- Experience supporting the financial management of workshops, conferences and large-scale activities
- Experience with AccPacc accounting software

### **Application process:**

Interested candidates should submit an application, including the following:

1. a letter of application, addressed to Ms Mandy Gardner, South Sudan Country Director, explaining their interest and suitability for the position
2. CV or Resume
3. the names and contact details of two professional references.

Applications may be submitted in soft copy (emailed to [concordis.vacancy@gmail.com](mailto:concordis.vacancy@gmail.com)) or in hard copy at Concordis' office at Juba Raha.

The deadline for applications is **6 November 2011**. Applications submitted after this date will not be considered. Only shortlisted candidates will be contacted.