



ADVERT

POSITION: Finance and Administration Manager

LOCATION: Juba, South Sudan and may be required to work at other programme locations/sites from time to time.

1. Background

Agency for Cooperation and Research in Development (ACORD) is a Pan-African organisation working for Social Justice and Development in Africa. In South Sudan, ACORD has been working since 1973 implementing a wide portfolio of programmes in livelihoods, Gender, HIV/AIDS; Peace building and Conflict Transformation aimed at improving the livelihoods of the poor and marginalized communities in South Sudan.

ACORD South Sudan is inviting applications from suitably qualified individuals to fill the position of **Finance and Administration Manager**

2. Position Summary

Reporting to the Country Director and in collaboration with the Head of Finance at ACORD Secretariat, the post holder will provide overall leadership and strategic direction to ACORD South Sudan Country Programme Finance and Administration Department.

He/she will be responsible for carrying out the following duties:

- Taking responsibility for day to day management of financial services including, financial and management accounting, income, credit control, Accounts Payable, Accounts Receivable and other financial controls such as treasury management, cash management, bank accounts and audits.
- Ensuring that all financial data are well documented within the departments and all records are accurate and up to date.
- Assisting auditors in carrying out organisational audit and inspection of project files/ sites.
- Conducting on-site financial monitoring, bookkeeping records and reporting system of the organisation and partner organisations and making recommendations based on findings for action to the Country Director.
- Maintaining an appropriate organisation's filing system, and up-to-date assets register and ensured security and proper usage of ACORD assets.
- Undertaking budget management through, cost analysis, budget variance analysis, and budget adjustment to aid strategic decision making by the Senior Management Team.
- Manage the liquidity ensuring sufficient funds are available to support smooth operations of the programme in liaison with ACORD Headquarters and Donors to the Country Programme.

- Manage relationship with organisational Bankers with whom ACORD holds Accounts in Juba and other operating areas in South Sudan
- Managing the payroll function and transaction processing ensuring compliance to statutory requirements, including NSSF, Withholding tax, PIT among others.
- Taking responsibility for the identification of potential risks threatening assets and other finances of the organisation and putting in place contingencies to successfully manage and analyse each risk
- Taking responsibility for the preparation and timely submission of project financial reports, consolidation of financial accounts, bank reconciliation, monthly closing accounts, and cash forecast.
- Training and coaching the partner organisation staff on basic financial management, budgeting and review proposal to ensure that all information presented are accurate and achievable.
- Providing support to programme staff in proposal development, to ensure all activities are in line with budgeted figures.
- Providing ongoing technical support to organisation and the Partner Organisations staff in efficient and reliable financial management systems through budget monitoring, accountability, reviewing the accuracy of financial reports and records, and provision of support in undertaking internal audit for all the organisation projects.
- Providing technical support to the logistic Officer and programme staff on economic procurement of goods and services according to the ACORD procurement procedures
- Any other duty that may be assigned

3. Qualifications, Competences and Skills Requirements:

- Minimum of a Bachelor degree in Accounting or Business Administration or any other similar/relevant field; and MBA will be an added advantage.
- Should have at least CPA/ACCA level 2 - 3
- Minimum of five (5) years working experience with an International Non-Governmental Organisation (INGO) at managerial level.
- Good working knowledge of accounting software such as Sun System is a **MUST**
- Excellent working knowledge of Advance Microsoft excels, words, power point and outlook
- Excellent Communication (written and oral) and Public Relations skills;
- Good organizational, negotiation and analytical capabilities

4. Remuneration: A competitive national package

Interested candidates should submit their applications, including CV and copies of relevant certificates by closing date of 30 December 2016. The application should be addressed to;

The Country Director
ACORD South Sudan Area Programme, Juba.
P. O. Box 399, Juba
Tel: +211 927 536 312

Or e-mail to: Stephen.wani@acordinternational.org and copy to recruit@acordinternational.org

Only short listed candidates will be contacted for the interview.