

10 November 2022



**Save the Children**

**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.

SCI is seeking to recruit: -

**Job Title: Finance Coordinator (1 post)**

**Location: Juba**

**Reports to: Finance and Awards Manager**

**Contract Period: TBC Months**

**ROLE PURPOSE:**

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The Finance Coordinator will support a Consortium of partners implementing education programmes by ensuring the financial systems are in place and functional. Under the supervision of Finance and Awards Manager, the position is responsible for receiving and reviewing partner expenditures and reports/

In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.

**SCOPE OF ROLE:**

**Reports to:** Finance and Awards Manager

**Staff reporting to this post:** None

**Budget Responsibilities:**

**Role Dimensions:** The role-holder will work closely with Finance and Grants colleagues in implementing partners, Member and Donor.

**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 ECW 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 for ECW SOFs 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.)

### **BEHAVIOURS (Values in Practice)**

#### **Accountability:**

- holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children 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 their team to do the same
- widely shares their personal vision for Save the Children, engages and motivates others
- future orientated, thinks strategically and on a global scale.

#### **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; demonstrates highest levels of integrity

**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, ICSA etc is an added advantage.

**EXPERIENCE AND SKILLS****Essential**

- At least 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 inter-personal skills and able to communicate with diverse set of 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.
- Strategic management and people management skills – team building and delegation.
- 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

**Additional job responsibilities**

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

**Equal Opportunities**

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and



Diversity policies and procedures.

**Child Safeguarding:**

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.

**Health and Safety**

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

**The Organisation**

We employ approximately 25,000 people across the globe and work on the ground in over 100 countries to help children affected by crises, or those that need better healthcare, education and child protection. We also campaign and advocate at the highest levels to realise the right of children and to ensure their voices are heard.

We are working towards three breakthroughs in how the world treats children by 2030:

- No child dies from preventable causes before their 5th birthday
- All children learn from a quality basic education and that,
- Violence against children is no longer tolerated

We know that great people make a great organization, and that our employees play a crucial role in helping us achieve our ambitions for children. We value our people and offer a meaningful and rewarding career, along with a collaborative and inclusive environment where ambition, creativity, and integrity are highly valued.

**Application Information:**

Please do not submit hard copy use this link ([SCI Career Site Careers \(oraclecloud.com\)](https://www.oraclecloud.com))

Only candidates who meet the selection criteria will be contacted

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 any difficulty to access the link, please come to Save the Children International head office Juba Hai Malakal or SCI Field Offices for HR support**

**Deadline for submitting applications: 30<sup>th</sup> November, 2022.**

