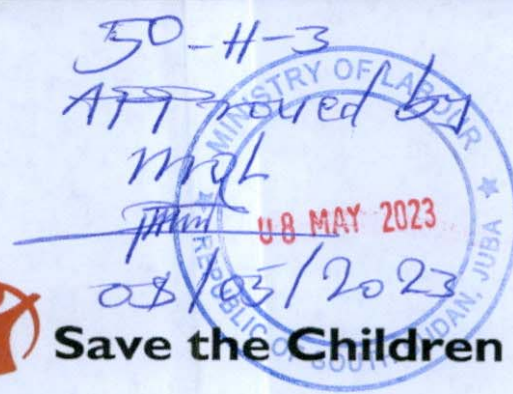


5 May 2023



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 and Administration Manager

**Location:** Juba

**Reports to:** Chief of Party

**Contract Period:** Two Years

#### ROLE PURPOSE:

The DFA is responsible for the overall leadership of the project's finance team and oversees all financial management, internal controls and financial compliance aspects of the program, in accordance with USAID guidance and regulations. They will manage the implementation of accounting systems, budgeting, expenditure tracking, and financial reporting for Save the Children and any sub-awards. This position sits on the project's senior leadership team. The DFA is responsible for ensuring that an appropriate structure exists to ensure effective support of field operations and to protect the integrity of the country office financial and administrative operations. They will also need to maintain consistent coordination and teamwork with other senior positions and individuals working on the program as well as with USAID guidelines.

*This position is contingent upon donor approval and funding*

#### SCOPE OF ROLE:

**Reports to:** Chief of Party





## KEY AREAS OF ACCOUNTABILITY

### *Management & Oversight*

- Provide day-to-day leadership, management, and oversight of the project's finance team.
- Review and consolidate monthly financial reports to ensure accuracy and to provide regular feedback to senior management.
- Ensure all financial plans, invoices, reports, and other financial documents and transactions are accurate, timely, and consistent with Save the Children and USAID guidelines and regulations.
- Verify that appropriate segregation of duties exists to ensure effective support of field operations and to protect the integrity of the country office financial and administrative operations.
- Encourage a work environment of mutual respect where team members strive to achieve excellence.

### *Budget Management*

- Prepare and monitor budgets to ascertain that spending occurs as planned and that variances are anticipated, noted, and corrected; ensure that key program personnel are aware of budgetary resources and are able to monitor their budgets respectively.
- Perform financial review of purchase requests, purchase orders, and payment requests to ensure compliance with Save the Children's policies and procedures and the donor's grants and contracts requirements.
- Oversee subgrant monitoring and compliance including organizational assessments, review of financial reports/advance requests, and financial tracking; develop subgrant monitoring plans; and perform and document compliance visits.
- Supervise the finance and administrative staff, conducting performance appraisals and revising job descriptions as necessary. Providing capacity development and training opportunities for the team and facilitate their professional growth.
- Monitor burn rates, advice on spend projections and maintain and update the status of obligated funds.

### *Financial Reporting*

- Prepare and revise finance and operations guidelines in order that they adhere to SC and USAID requirements.
- Prepare quarterly reports, consolidated annual fiscal report, cumulative life of project report, and any other required donor submissions.
- Manage the reporting component of the award including reconciling timesheets with financial reports; oversee administrative duties as needed

## 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**

Master's degree finance, business, accounting or other relevant field

- Bachelor's degree in finance, business, accounting or other relevant field; professional qualification in Accounting desired.
- Minimum of five years of experience managing finance for USAID-funded projects; in-depth knowledge of USAID financial management rules and regulations.
- In-depth knowledge of US Government rules and regulations including 22 CFR 226.22, CFR-145, and OMB Circulars A-122 and A-133.
- Proven ability to prepare multi-year budgets, donor financial reports and USAID audits.
- Strong analytical, leadership and interpersonal skills; demonstrated ability to lead and work effectively in team situations.
- Experience as a coach/mentor to train staff and develop financial skills of colleagues.
- Excellent oral and written communication skills in English.
- Expert computer skills in Microsoft Office applications, including Word, Excel, PowerPoint and Outlook.

**EXPERIENCE AND SKILLS**

- Master's degree finance, business, accounting or other relevant field.
- Ten years of progressively responsible experience in financial management for large and complex programs funded by international donors, including the U.S. Government.
- Strong experience of working within a complex national program in the context of an emergency intervention or in conflict/fragile state contexts.
- Ability and willingness to be very flexible and accommodating in difficult and sometimes dangerous working circumstances.
- Familiarity with the political, social, and cultural context of South Sudan.
- Personal commitment to gender equality, child rights and social inclusion.

**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 the reasonableness of their level of skills and experience as assigned his line manager.



<p><b>Equal Opportunities</b></p> <p>The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.</p>
<p><b>Child Safeguarding:</b></p> <p>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.</p>
<p><b>Health and Safety</b></p> <p>The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.</p>



**Application Information:**

Please attach a copy of your CV and cover letter with your application, and include details of your current remuneration and salary expectations. A copy of the full role profile can be found at ([SCI Career Site Careers \(oraclecloud.com\)](https://www.oraclecloud.com))

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: 25<sup>th</sup> May 2023.**

**Cc: [MoIjobadvert@gmail.com](mailto:MoIjobadvert@gmail.com);(National Ministry of Labour email Address Juba)**

