



Job Title	Finance Manager
Department	Finance
Reports To (Function)	Director of Finance and Grants
Location	Juba

PURPOSE OF POSITION:

The **Finance Manager** is a full-time position and will be based in Juba, South Sudan. S/he will monitor the ForAfrika South Sudan financial accounts and systems for the South Sudan Program. The Finance Manager will be responsible for the accounting system and bank accounts, budget tracking and expenditure projections, expense monitoring and financial reporting for the Country office. S/he will ensure cost-effectiveness, efficiency and accountability. S/he supervises the Finance Officers. S/he report to the **Director of Finance & Grants**

DUTIES AND RESPONSIBILITIES:

- In collaboration with the Director of Finance and Grants, establish and maintain a financial and Grants system fulfilling all the donor rules and regulations and in line with FORAFRIKA financial policies and procedures;
- Responsible for supervising the day-to-day work of the finance officers reporting to her/him;
- Support non-finance staff through in-house training.
- Manage the monthly accounting cycle and bank account monitoring and reconciliation
- Collaborate with the Director of Finance and Grants to maintain monthly budget tracking sheet (BTS) and update at least monthly and as necessary in a timely manner and make it ready for monthly financial analysis;
- Review and track program budget(s) on at least a quarterly basis, and prepare a report for Senior Management and Board meeting.
- Collaborate with the Director of Finance and Grants to prepare the annual Financial Reports, accruals report, and other reports, as may be specified on the year-end reporting guideline.
- Review and monitor field operations budget with the project team; this may include reviewing activities cost projections;
- Review and certify the monthly payroll, invoices, and payment requests and prepare the monthly salary journals.
- Prepare expenditure projections in collaboration with the Director of Finance and Grants and place timely cash flow(commitment) requests to Global Support Office in SA.
- Review and certify the monthly field accounts documentation, including Sun system vouchers and reconciliation reports prepared by the Finance Officers and present them for approval;
- Respond to queries raised on Finance reports uploaded to Shared drive and resolve them in a timely manner;
- Ensure that outstanding advances at the end of each month are to the minimum level;

- Be a key participant during the preparation of the work plan and work closely with the technical team to prepare and monitor costed work plans;
- Ensure that all project-incurred expenses are paid in a timely manner.
- Develop and maintain an effective professional relationship with ForAfrika's local bank.
- Ensure that all taxes deducted from staff and vendors are paid monthly to relevant authorities and on time;
- Collaborate with the Grants Manager on the management of the grants program, including the financial monitoring visits, adherence of grantee expenditures to donor's policies and procedures, and training of grantee finance/accounting staff as is needed;
- Develop and maintain an Electronic payments system that is efficient to support project activities;
- Perform any other duties as assigned by the supervisor

Required Qualifications:

- Minimum Bachelor, Preferred Advanced degree in finance, accounting, public administration, or business-related field
- CPA is an added advantage
- At least 7 years of relevant experience in Finance/Accounting with major donors, 5 of which must have been at the managerial level,
- Demonstrated experience in supervision of staff;
- Knowledge of major donor rules and regulations including UN, USAID, EU, Humedica, and BMZ strongly desired;
- Strong organizational skills;
- Strong communication and interpersonal skills
- Demonstrated experience supervising, mentoring, and training staff
- Fluency in English, written and oral communications skills;
- Extensive knowledge of Microsoft Excel, Microsoft Word, PowerPoint, and Access;
- Financial and Information Technology Systems – Advanced knowledge of Microsoft Office, Excel particularly. Use of accounting software, SUN Accounts system preferred.

Disclaimer Clause:

This job description is not an exhaustive list of the skill, efforts, duties, and responsibilities associated with the position.

How To Apply: All interested candidates should send their CV's to recruitment.sa@forafrika.org

Closing Date: 24 November 2022

We are committed to a work environment that respects the dignity and worth of everyone and offers equal opportunity. ForAfrika operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment and Bullying.