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| **JOB TITLE:** Finance Officer  |
| **TEAM/PROGRAMME:** Programme Management | **LOCATION:** South Sudan Field Office (Walgak) |
| **GRADE**:  |
| **Child Safeguarding:** Level 3 - the responsibilities of the post may require the post holder to have regular contact with or access to children or young people |
| **ROLE PURPOSE:** He /she ensure efficient and effective financial systems and controls in the area field offices. He /she will support the programme in the field by ensuring timely production of reports and information. |
| **SCOPE OF ROLE:** **Reports to:** Area Finance Manager**Dimensions:** **Dimension of Role:** South Sudan is one of the most challenging and exciting working environments that Save the Children currently works in. The newest country in the world, its legacy of thirty years of war has yet to be even partly addressed as its new government struggles to both mature and reach out to its people. Education rates remain extremely low with less than 10% of the population finishing primary school; and only 200 girls completing secondary school in 2011 (out of a total population of greater than 8 Million people). Infrastructure across the country remains virtually none-existent; with 80% of the country – including State capitals – only accessible for half of the year (the rainy season) by small aircraft. Even in the capital – Juba – there are no functioning public utilities, few tarmac roads and limited health services. Aid agencies rely on generators, water trucking and satellite internet to meet their basic needs. The agencies still provide some 75% of the basic services of the South Sudanese population. Parts of the country are still racked by insecurity – tribal militias, rebel militia groups and direct conflict with the North of Sudan all take their regular toll on the civilian population. Save the Children has been active in South Sudan for over 20 years. In 2010 the three active field agencies – Save the Children Sweden, US and UK came together under a unified presence with Save the Children UK as the managing member. We reach and help the meet the rights of hundreds of thousands of children every year. There is currently a total of 45active grants that Save the Children is implementing across thirteen field offices. This number is likely to increase over the year to approximately 60 active grants. The expected yearly expenditure of these grants is expected to reach over US$50 Million during the course of 2015. The grants vary from short term emergency response grants from CHF, UN agencies, ECHO etc… through to multi-year funding for longer term development programmes. This is a challenging role in a complex environment. It requires a dedicated, experienced and highly motivated individual who can manage the difficulties of living and working in such an environment and still be fundamental in helping to drive forward our programmes and our ambitions. Equally, South Sudan today is an rewarding place to be – a new country that still needs much of its plans for the future to be laid out and put in place. Joining Save the Children here now is thus an immensely exciting opportunity to help shape the future of a country as we, one of the largest agencies in the country, help formulate the future direction of this country – helping to put its children first. **Staff directly reporting to this post: Finance assistant and Cashier** |
| **KEY AREAS OF ACCOUNTABILITY:**1.1 Donor Financial Requirements in the field offices* Ensure that there is a file for all the donor financial contracts in the field offices with all donor requirements
* Share the information with the relevant staff
* Assist in audit preparations as per the donor requirements.
* Management of both grants and financial filing system in the field
* Maintenance of the donors fixed assets register in the field offices

2.0 Monthly financial monitoring reports:* Prepare a performance analysis report for discussion with the Area programme manager and other budget holders in the field.
* Ensure that all monthly financial action points are implemented.
* Coordinate the monthly grants finance meeting in the field, and periodic grants monitoring meetings.
* Assist the Grants Manager in providing training on budget monitoring systems, grants management procedures and various donors’ terms and conditions to budget holders in the field

3.0 Financial and system controls* Assist the Finance Manager in developing and maintaining robust and adequate financial internal control systems for cash management in the field offices
* Preparing and posting all correction journals as per budget holders feedback in a timely manner.
* Ensuring all costs are coded properly by reviewing the ‘accountant check’ for all PR’s and payments.
* Reviewing sub offices ensuring they are properly coded before upload

Make payments after verification of the accuracy, validity, legitimacy of all documentation ensuring, completeness of financial documents, (purchase requests, work orders, pro forma invoices), proper coding and approval by responsible managers before payments are made* Ensure organization’s creditors in the field are paid promptly.
* Reconcile creditor’s statements to ensure that all bills have been paid and no disputes arise between Organization and the creditors with regards to timely payments of their bills
* Prepare invoices for staff on private use of the organization’s resources such as vehicles and recover the same promptly from the staff.

4.0 Cash Forecast and monitoring* In coordination with the Area Program Manager and Finance Officer in Juba ensure realistic cash forecasts are provided by budget holders, and place the cash transfer request for the field offices.
* Monitor that expenditure is incurred only against the approved cash forecast and any deviations approved by the Area Program Manager before the expenditure is incurred.
* Prepare a cash monitoring report every month to show if cash is spent in accordance to the purpose (budget lines) it was requested.

5.0 Cash management Monitor cash balances and transfers at field locations6.0 Payroll management * Administer the Field payroll and ensure its smooth operation. Verify staff attendance sheet, over time and any other claims
* Submit signed pay slips for staff paid in the field to the Juba Office.
* Liaise with HR/Admin Officer on incoming/outgoing staff form/to the field and payments for terminal benefits
* Handle staff advances and loan as per the Staff Advance policy.

7.0 Monthly returns* Prepare and submit the monthly field sub offices on time
* Reconcile the monthly cash and float balances

Performs any other duties and tasks, which are commensurate with the responsibilities and level of the post |
| **SKILLS AND BEHAVIOURS (our 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 others to do the same
* Widely shares their personal vision for Save the Children, engages and motivates others
* Future orientated, thinks strategically

**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
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| **QUALIFICATIONS AND EXPERIENCE**Qualification and skills* Professional qualifications in Accounting:-CPA II or Degree in accounting.
* At least three year’s INGOs experience especially in budget setting and financial accounting
* Proven audit experience
* Proven skills on managing changes, achieving results, ensuring quality, team building and capacity building.
* Strong computer skills, especially on Accounting packages
* Ability and willingness to work under pressure as part of a professional team.
* Excellent interpersonal skills, including cultural sensitivity, assertiveness and negotiating skills.
* Willingness to travel to field offices occasionally
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| **Date of issue: 2012 Author:**  |