

Finance and Support Services Manager, Sudan

Location: [Africa] [Sudan]

Town/City: Nyala

Category: Support Services

Job Type: Fixed term, Full-time

***Please submit your CV in English.**

PURPOSE OF POSITION:

To provide effective and efficient leadership to the East and South Darfur in supervising, managing, directing finance and support services operations (ICT and Supply Chain). The position will focus on implementing financial strategies that best serve program objectives in consistent with World Vision National strategy, Partnership Policies and donor requirements. This role will also have a technical reporting relationship to the Finance and Support Services Director based in Khartoum.

KEY RESPONSIBILITIES:

Financial planning and Budgeting:

- Coordinating and consolidating the planning and budgeting process and provide technical support in line with budgeting guidelines, FFM requirement and donor regulation (including GIK).
- Review the alignment of budgets between projects, MyPBAS and support office.
- Prepare budgets for the Zonal cost centre.
- Accounting, Monitoring and reporting.
- Cash flow Management.
- Coordinate the recording and submission of timely and accurate financial information for reporting.
- Interpret financial analysis and provide recommendations to the Programme Managers.

- Ensure smooth Start-up and close out of Grants/PNS.
- Reconcile balance sheet accounts monthly.
- Ensure key initiatives are rolled out (Finance, ICT, Admin and Supply Chain).
- Document and share lessons/promising practices.

Risk Management:

- Oversee the maintenance and security all documentation according to WVI standards and donor policies.
- Manage systems policies and procedures that provide appropriate level of security and control of assets.
- Implement efficient and effective internal control systems.
- Coordinate programs audit in the zone.
- Ensure implementation of prior audit recommendations.
- Identify, mitigate and report Finance and support services risks.
- Conduct Fraud and anti-corruption awareness.
- Participate in pre-award assessments for sub-grantees and Partners.
- Performance management.
- Manage staff performance.
- Conduct orientation of staff on internal controls, procedures and processes.
- Coordinate orientation of partners on internal controls, procedures and processes.
- Coaching and Mentoring of the finance and support services staff in the Zone.

ICT Services:

- Oversee ICT support services to the Zone.

Procurement and Supply Management:

- Ensure optimal interface between supply chain and business units for efficient customer service delivery.

General:

- Provide general oversight to the Zone.
- Office management & Security.
- Office Maintenance.
- Fleet and Fuel management.
- Asset Management-Inventory & Fixed assets.

KNOWLEDGE, SKILLS AND ABILITIES:

- Bachelor's degree in Accounting/Finance.
- Minimum of 5 Years in Finance and Accounting with at least 3 years of relevant experience providing management advisory services and managing staff and operational systems.
- Experience managing statutory and donor audits.
- Substantive experience working in the NGO sector dealing with multiple donor funds and meeting different donor reporting requirements.
- Proven experience in supervision of staff within different functions.
- Demonstrated high proficiency levels of computerized accounting systems preferably Sun Systems.
- Excellent analytical and problem solving skills.
- Ability to present information clearly and concisely in writing or verbally, with excellent written and spoken English.
- Ability to negotiate and influence, able to challenge and question.

- Ability to create and maintain administrative systems.
- Able to prioritize own and others work to tight work deadlines.

Preferred Skills, Knowledge and Experience:

- Master's degree in Finance, MBA or related field.
- Chartered Accountant- ACCA, CIMA, CPA, ICAM added advantage.
- Proactive with a positive outlook and willingness to embrace change.
- Ability to work using own initiative, but knowing when to consult.
- Relevant experience of the operations and processes NGO including financial accounting processes and controls.

Work Environment/Travel:

- The position requires ability and willingness to travel up to 25% of the time.