

Finance Manager - National Office (NO), WV South Sudan

Location: [Africa] [South Sudan]

Town/City: Juba

Category: Field Operations

Job Type: Fixed term, Full-time

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

PURPOSE OF THE POSITION:

The Finance Manager will play an advisory role to the Finance Director and rest of management team in matters relating to financial risk management, strong internal controls and their impact on operations in World Vision South Sudan.

This position will focus on leading the preparation of timely and accurate monthly FO financial reports in accordance with WVI guidelines and policies, ensuring a healthy balance sheet at all times, maintain sound liquidity levels and treasury management. He/She will coordinate the provision of accurate financial data/information and analysis to senior leadership for timely and effective decision making.

The Finance Manager will provide leadership to the NO accounting team, ensuring their capacity strengthening through coaching and mentoring and on the job training.

KEY RESPONSIBILITIES:

Financial Accounting, Reporting and Analysis:

- Responsible for the preparation and submission of timely, complete and accurate NO financial reports in accordance with GAAPs and WVI finance policies and procedures.
- Monitor Balance Sheet balances to ensure they are accurate, current and in accordance with WVI policies.
- Ensure integrity of financial data posted into the general ledger.

- Coordinate monthly bank and funding reconciliation preparation ensuring reconciliation statements are done on timely basis, reconciling items are cleared and long reconciling items are escalated to the Finance Director.
- Prepare monthly financial report analysis for the Finance Director and management to aid in decision making, corrective actions and improved financial management and accountability.

Financial Planning, Budgeting and Management:

- Provide technical support in the annual planning and budgeting process ensuring global and regional guidelines and benchmarks are met.
- Ensure alignment of between approved donor grants/project budget, MyPBAS and financial report and any issues promptly followed up.
- Provide support in the control and monitoring of the Office budget, project funding by providing timely and relevant information to budget managers.
- Support in the effective cash management of the office by coordinating cash flow forecast and monthly funding requests with operations teams and Finance Director. Ensure timely and adequate funding to the zonal offices while maintaining cash balance within target low.
- Play active role in the implementation of WVI finance related strategic initiatives.
- Regularly visit field/zonal offices to provide technical support to field staff and to also ensure effective and relevant controls based on context are in place.

Risk Management, Controls and Compliance:

- Support the audit course by adequately preparing and providing timely information during internal and external audits as may be necessary.
- Contribute in providing responses to audit queries and ensure timely implementation of finance related audit recommendations in accordance with WVI policies where necessary.
- Review the adequacy of internal control around finance and accounting processes in the department and make appropriate recommendations for improvement.
- Implement anti-corruption and fraud strategies flagging any issues that increases office risk to management.
- Adhere to systems, policies and procedures that provide appropriate levels of security and control of WV assets and

resources.

- Contribute to development of local policies, guidelines and procedures.

Leadership, People Management and Capacity Development:

- Provide strong and positive leadership to the National Office finance unit ensuring competent and motivated staff are developed for efficient delivery of services.
- Coordinate personal and professional development of National Office finance staff through adequate orientation, on-the-job coaching, mentoring and, identifying learning, training needs and opportunities.
- Responsible for the performance management of the National Office finance unit through development of performance objectives, continuous review and feedback and, timely annual evaluations.
- Facilitate non-finance staff in understanding and interpretation of financial statements.
- Provide training in WVI policies and procedures to ensure understanding and compliance by stakeholders.
- Develop strong collaborative networks with stakeholders through effective and timely communication.
- Model Christ-centered servant leadership and support the spiritual of his/her team.

Perform other duties as may be required.

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KNOWLEDGE, SKILLS AND ABILITIES:

- Bachelor's degree in Accounting, Finance, Business Administration or a related field. Master's degree will be an advantage.
- Must have sound knowledge of Generally Accepted Accounting Principles and a thorough knowledge of financial systems and internal financial controls.
- Experience with computerized accounting systems, preferably SUN6, Ms- Word, and Ms-Excel strongly desired.
- Strong accounting and analytical skills is desired for this role.

- Must possess good communication skills.
- Requires a minimum of 5 years working experience, three with an international NGO. Must have managed a department team.
- A wide working knowledge of major donor regulations with particular bias to Government grants, Multi-lateral donors an advantage.
- Experience with audit processes (both internal & external).
- Evidence of high level written and spoken English language abilities.

Preferred:

- Understanding of humanitarian relief, recovery and development work i.e. triple nexus in fragile contexts.
- Excellent networking, relationship building and people management skills.
- Ability to work in difficult, insecure and stressful conditions.
- Demonstrated ability to think strategically, manage to plan and meet deadlines.
- Prior experience with World Vision is a distinct advantage.

Work Environment/Travel:

- The position requires ability and willingness to travel up to 20% domestically to project sites; requires occasional international travel.