



Plan International South Sudan
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Approved by
MINISTRY OF LABOR
9 Lebou
12 NOV 2024
REPUBLIC OF SOUTH SUDAN

PLAN INTERNATIONAL SOUTH SUDAN JOB ADVERTISEMENT

Plan International is an independent development and humanitarian organization that advances children's rights and equality for girls. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge. For over 80 years we have been building powerful partnerships for children and girls, and we are active in over 80 countries. Plan International has been working in South Sudan since 2009 and in close collaboration with the key stakeholders at all levels to bring positive and sustainable changes in the lives of children and girls of South Sudan. **In order to enhance its response program, Plan South Sudan is seeking to recruit a qualified South Sudanese for the position of "Senior Financial Analyst – Based in Juba".**

No. of Vacancies – One (1) Position

Job Title:	Senior Financial Analyst
Grade:	16
Tenure	12Months (With Possibility of Extension)
Department	Finance
Reports to	Country Finance Manager
Location	Country Office, Juba

Purpose of the Role:

Plan International South Sudan programme is highly dependent on grant funding, much of which is for emergency response projects. The incumbent will support the Country Finance Manager on all issues to do with grants projects budgeting, cost recovery, cash flow management, financial risks, reporting and strategic management of grants. The position is responsible for providing timely and reliable financial information and analysis of grant-funded projects that leads to effective decision making and to ensure full compliance with Plan's financial procedures. The key purpose of the post is to ensure that a sound accounting, financial management, internal control systems and procedures are in place for the smooth running of Plan's grants finance portfolio in South Sudan.

Key End Results and typical Responsibilities:

Financial Analysis, Reporting, Budgeting & Planning (15%)

- Develop the required financial analysis to inform on the financial health of the CO.
- Develop the required strategic trend analysis to support sound decision making at the CMT level.
- In collaboration with the CFM, develop and monitor the implementation of the built-in strategies , procedures to ensure that PISS is covering 100% of its costs through grant-funded projects.



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- Participate in the annual planning and budgeting process by completing tasks which may be assigned by the CFM.
- Consolidate Country Operational Budgets and submit to the Country Finance Manager for review and decision taking at the CLT
- Review the Country Budget phasing and modification on quarterly basis
- Monitor Budget versus Actual
- Support the Country Finance Manager to develop the country Master Budget

Management of payments (15%)

- Ensure that all payments are effected within 4 working days after receipt of complete payment documentation
- Follow up on all intercompany charges to ensure they are properly authorized and passed to relevant offices timely and facilitate real time data capturing of intercompany charges.
- Review payroll and post payroll journals in SAP
- Review prepayment calculation, lease, insurance etc.
- Process cost allocations in SAP to projects in line with Plan's cost recovery guidelines
- Prepare a monthly financial management report for CLT/CMT decision making and any other reports for Regional Office reporting.
- Support the grants management function by reviewing grants financial reports and ensure adherence to donor financial guidelines.
- Maintain & upload monthly export files to IH and produce and review the reports.
- Prepare accurately and timely the Year-end Schedules for CFM's review
- Ensure schedules for all balance sheet items are reviewed and dealt with as appropriate (accruals, payables, and prepayments)
- Review all PIA/project monthly financial reports for correctness and give feedback.
- Provide training on corporate finance systems to all finance staff.
- Prepare a comprehensive monthly financial management and analysis reports for CLT decision making
- Provide/facilitate staff training in Plan Policies and Procedures
- Visit all PIA and field offices to ensure they comply with Plan policies and procedures
- Participate in partner assessments and assess conformity with Plan systems
- Facilitate any internal & external audits for conformity and transparency purpose
- Review list of all outstanding staff and partner advances, and follow-up for prompt liquidation.
- Provide/facilitate Community & Partner training in financial management

Cash and Budgetary control (20%)

- Prepare weekly, monthly and quarterly consolidated country cash forecasts and submit to the CFM
- Update monthly cash forecast in BPC biweekly



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- Review of monthly Bank & Receipts Reconciliations for all Plan Bank Accounts
- Regularly update the financial authorization matrix and submit to the Country Finance Manager (Delegation of Authority, DoA)

Grant Financial Reporting & Record keeping are thorough, well maintained & accurate (10%)

- Participate to the grant budgets set up in SAP Grant module
- Prepare SAP budget Modification for all Grants
- Review & correct D&G rate before period closes
- Ensure that ZGIM Income level 4 posting & review income recorded in SAP to ensure that level 1, level 2, 3 & 4 and report any issues related to avoid prefinancing and unspent
- Assist in managing grants, running accurate derivations & mapping of project account lines,
- Accurate postings to grants and projects in SAP, budget monitoring, accurate & timely donor financial reporting and prepare project line-item budget vs actual variance reports for management review.
- Review regularly Major Grant financial reports and ensure donor's compliance respected
- Meet all donor financial report deadlines
- Track cost recoveries in projects and timeously posting of journal entries in SAP, and consolidate cost recovery reports.

Internal Financial Controls & Compliance (20%)

- Ensure that all transactions are in line with the country tax laws - complete and submit tax returns to the requisite authorities before due dates
- Prepare financial statements for statutory reporting and filing
- Continuous monitoring of internal control processes and procedures. Ensure adherence to financial controls, processes and procedures.
- Identify and timeous reporting of risks through the Plan risk management process and implement controls
- Prepare & Maintain the Audit Action List for all GA audits and external audits.
- Ensure that monthly depreciation run in SAP thru T-code AFAB
- Assure that all transactions are captured real time in SAP and monthly accruals are duly registered in the SAP before month end closure
- Support CFM to plan and implement policies and procedures that will ensure Accountants and PU managers follow up on partner advances for timely liquidation and compliance.

Monthly costs Driver report (Apportionment & recovery, Direct cost & Pu Share costs) (10%)

- Ensure that the headcount allocation calculation sheet is accurate and staff salary cost recovery properly set up and journalize in SAP
- Ensure that Vehicle fuel & maintenance allocation calculation is accurate and properly set up, journalize in SAP
- Prepare Monthly Cost recovery report per grants and projects
- Prepare monthly Direct costs & PU Shared costs as cost drivers
- Manage & Maintain the Country Cost ratio



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Dealing with Problems/Risks (10%):

Complexity of problems handled & the degree of investigation, analysis, & creative thinking required to solve them

- Address complex issues through thorough investigation, analysis, and innovative solutions.
- Navigate internal and external communications within diverse cultural contexts.
- Effectively manage crisis communications.
- Analyze documents and situations to provide informed policy and advocacy guidance.
- Dedicate time to understanding and responding to local contexts.
- Demonstrate intercultural competence in all communications.
- Represent Plan International as a brand ambassador in South Sudan.
- Commit to extended hours when necessary to meet project timelines.

Safeguarding and GEI Commitments:

- Commit and contribute to an environment where children and adult program participants feel respected, supported, safe and protected;
- Never act or behave in a manner that results in violence including SHEA against a child, young person or adult or places them at risk of such violence;
- Be aware of and adhere to the provisions of the Safeguarding Policy, PSHEA Policy and COC of Plan International;
- Report and respond to safeguarding and SHEA concerns and breaches in line with the applicable procedures of Plan International;
- Maintain confidentiality of safeguarding and PSHEA concerns reported;
- Never participate in or support child marriages.

Leadership And Business Management Competencies

Leadership Competencies

- Setting and communicating ambitious but realistic work goals and priorities, explaining how these contribute to Plan International's purpose.
- Setting high standards for self and others' behaviour, inside and outside work. Championing our values and commitment to rights, gender equality and safeguarding. Supporting the health, well-being and both physical and psychological safety of our staff, including their safety to speak out.
- Holding self and others to account for what we have agreed, dealing with poor performance quickly, firmly and constructively.
- Creating a positive team spirit, helping people work well together, to reflect and continuously improve the efficiency and quality of what we do.
- Collaborating with team members, colleagues and partners in finding creative solutions to problems by sharing information, experience and ideas and actively seeking their input.

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- Motivating and developing others by taking an interest, giving constructive feedback and praise, ensuring they are properly trained and helping them develop their potential.
- Positive about change and supporting others in adjusting to it, helping them understand.

Business Management Competencies

- Are aware of the values and the global strategy and understands why Plan International's purpose is so important in advancing children's rights and equality for girls globally. Understands and applies the principles of workplace safeguarding.
- Understands the planning procedures relevant to their role and contributes to annual planning where possible.
- Managing people and information including skills in assessment and coaching, evidence-based management and digital working, including personal digital skills.

Communications and Working Relationships:

Internal;

- Country Finance Manager
- PIAMs & Department Heads & Heads of Field Offices
- PIA financial management, documentation and capacity building
- Compliance and Risks Management Unit, Global Assurance Team, Programs team.
- Technical Experts, other Plan staff

External

- National Offices and donors for grants financial reporting and compliance
- Partners for advance management
- Service providers for tax management
- Banks for Plan bank accounts management

Knowledge, Skills and Behaviours Required to Achieve Role's Objectives:

Knowledge

- A University degree in accounting or a professional qualification such as CIS, ACCA or equivalent from a recognized university
- At least 5 years' experience in a similar role in a busy institution
- Fair knowledge of project management
- Experience in capacity building for staff development – both Plan and NGO partners
- Good speaking, writing and understanding of English Language.
- Knowledge of development issues, trends, challenges and opportunities and implications to community development
- Strong knowledge in the use of SAP and other corporate software
- Advance level skills in computer usage-Excel, PowerPoint and E-mail systems
- Professional knowledge in auditing

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Skills

- Strong interpersonal skills, and ability to work effectively with people of different nationality, cultural background, and educational levels
- Ability to communicate in a team with people from different nationalities, cultural and ethnic backgrounds, ability to work in a team environment and achieve common goals.
- Documentation reviewing skills for effectiveness and time saving
- Excellent Personal Computer skills in Microsoft Applications
- Ability to lead teams - with both common and diverse objectives
- Good management skills
- Analytical skills
- Communication skills, appropriate to the audience
- Problem solving
- Proficient in computer skills and use of relevant accounting software packages

PLAN INTERNATIONAL'S VALUES IN PRACTICE

We are open and accountable

- Promotes a culture of openness and transparency, including with sponsors and donors.
- Holds self and others accountable to achieve the highest standards of integrity.
- Consistent and fair in the treatment of people.
- Open about mistakes and keen to learn from them.
- Accountable for ensuring we are a safe organization for all children, girls & young people

We strive for lasting impact

- Articulates a clear purpose for staff and sets high expectations.
- Creates a climate of continuous improvement, open to challenge and new ideas.
- Focuses resources to drive change and maximize long-term impact, responsive to changed priorities or crises.
- Evidence-based and evaluates effectiveness.

We work well together

- Seeks constructive outcomes, listens to others, willing to compromise when appropriate.
- Builds constructive relationships across Plan International to support our shared goals.
- Develops trusting and 'win-win' relationships with funders, partners and communities.
- Engages and works well with others outside the organization to build a better world for girls and all children.

We are inclusive and empowering

- We empower our staff to give their best and develop their potential
- We respect all people, appreciate differences and challenge equality in our programs and our workplace



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- We support children, girls and young people to increase their confidence and to change their own lives

Physical Environment

- Standard office environment with some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings, especially when in the field
- The post holder will be required to travel to the field very frequent

Level of Contact with Children:

- level of Contact with Children: Very frequency of interaction

Inclusion and Diversity.

Plan International is an equal opportunity employer within the meaning of the relevant UN convention, Equality, diversity and inclusion is at the very heart of everything that Plan International stands for. Qualified Women and people with special needs are strongly encouraged to apply.

Employment of Relatives:

Plan International South Sudan is an equal opportunity employer. however, it discourages employment of relatives of staff members because of the conflict of interest associated with it. While trying to avoid such cases, applicants are required to declare in writing if they have any relatives working with Plan International South Sudan.

Application Submission Guideline:

All applications marked on the right-hand corner of the envelope “**Application for the Position of “Senior Financial Analyst – Based in Juba”**” should be addressed to:

**The Head of People and Culture
Plan International South Sudan
Juba, Hai Jerusalem.**

All Applications letters in hard copies should be hand delivered to plan international Office in Juba only. Or you can send your application documents via this email: hr.SS@plan-international.org

Application Deadline Friday, 29th November 2024.

Note: Applications submitted are non-returnable.

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