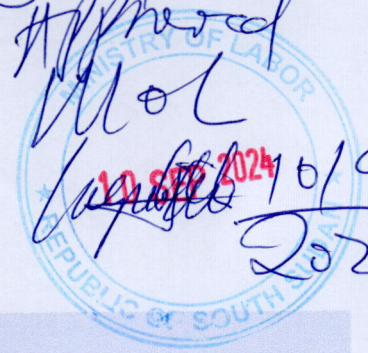




SOH-3
Approved
MOL
10/8/2024
10/9
2024



JOB ADVERTISEMENT
Internal/External Advertisement
Deputy Finance Coordinator

Duty station: Juba

Number of positions: (1)

Date Issued 10/9/2024

Date Closure: 27/9/2024

Local Staff Posting

PRESENTATION OF THE ORGANIZATION

SOLIDARITES INTERNATIONAL (SI) is an international humanitarian NGO which, for more than 40 years, has been providing assistance to populations affected by armed conflicts and natural disasters by meeting their vital needs for food, water and shelter. Particularly involved in the fight against diseases linked to unsafe water, the first cause of death in the world, SI's interventions provide expertise in the field of access to drinking water, sanitation and hygiene promotion, but also in the essential area of food security and livelihoods. Present in around twenty countries, SI's teams - 2000 people in total made up of expatriates, national staff, permanent staff at headquarters, and a few volunteers - work with professionalism and commitment while respecting cultures.

Solidarités International (SI) is determined to prevent and fight all type of abuse – all act of exploitation, abuse and/or sexual harassment (SEAH) against members of beneficiary communities or collaborators, fraud, corruption, violation of persons and/or property, funding of activities harmful to human rights – that could be perpetrated in the frame of its interventions. SI implements a zero-tolerance policy regarding acts of SEAH.

Solidarités International is an equitable employer committed to find all forms of discrimination. SI will ever ask for any remuneration to take part in a recruitment process.



MISSION

Goal/Purpose:

The Deputy Finance Coordinator supports the Finance Coordinator in the implementation of accountancy and finance procedure in coordinator and the mission as per Solidarites International Standard.

He/she overviews the accountancy, archiving and cash process of the mission. He/she validate the accountancy of the mission. He/she supports the Finance Coordinator in the preparation of proposals, reporting as per donor rules and in the update of monthly budget follow-up. He/she validates financial expenses for the coordination.

He/she supervises the Cashier/Finance Officer in coordination and provides technical assistance to the administrative team of the mission. He/she takes on parts of the functions of the finance coordinator in case of absence.

JOB:

List of Main Activities

Legal follow up of the mission

- Follow the evolution of finance related national laws and policies and recommend adjustments of procedure and policy to the Finance Coordinator
- Supervise reconciliation between HR information and tax payment and ensure the implementation of reporting to administrative authorities
- Verify all contracts before signature to ensure the tax calculation are in line with the regulations and payment timeline are relevant

Administrative management of the mission

- Overview the implementation of paper and digital archiving procedures and the backup of finance files
- Ensure an internal control of the quality of the documents with regular spot check on the mission archive
- Ensure the security and confidentiality of administrative documents and accounting documents
- Ensure the administrative calendar and Solidarités International procedure are respected
- Support the Finance Coordinator to assess, negotiate and draw up partnership contracts with local partners



Cash management

- Monitor enforcement of cash supply system and cash security at mission level and propose improvement to be validated by the Finance Coordinator
- Ensure bank transactions (cheque and transfer) for the coordination with the validation of the Finance Coordinator
- Ensure the management of the safe box of the coordination, record movements and ensure its security
- Prepare the cash flow request of the mission, report and follow transfers with HQ after validation by the Finance Coordinator
- Overview and provide technical assistance to the team on cash supply to the base
- Overview and provide technical assistance to the team on bank relationship

Accountancy management of the mission

- Monitor enforcement of accountancy process implementation at mission level and propose improvement to be validated by the Finance Coordinator
- Overview and provide technical assistance to the team on daily operation
- Follow up SAGA parameters updates and ensure the implementation of the software at mission level
- Validate the monthly accountancy of the mission, report and follow the validation of the pack with HQ:
 - o Final cross check of the accountancy pack
 - o Liaison with the HQ and focal point for feedback on HQ cross check
- Oversee the yearly accounting closure preparation for validation of the Finance Coordinator:
 - o Final cross check of the accountancy of the past year
 - o Review the annexes and documentation necessary as per Solidarites International standard
- Oversee the accountancy archiving at mission level:
 - o Ensure that all vouchers are cross checked and in line with Solidarites International standard
 - o Ensure that archives are sent to coordination and HQ as per Solidarites International standard
- Oversee the preparation of audit at mission level for validation of the Finance Coordinator:
 - o Ensure that all transactions documents are prepared and in line with Solidarites International standard
 - o Prepare any additional requirement from the finance department in links with audit



Financial and budgetary management

- Monitor enforcement of finance process implementation at mission level and propose improvement to be validated by the Finance Coordinator
- Assist to Fin Coor that the financial aspects of any change of policy is financially taken into consideration and appearing in the budgets
- Ensure completion of paper (hard copy documents) and digital filing, as well as securing administrative documents on all bases
- Supervise the back up of all files at coordination level on a regular basis
- Ensure the finance validation of the coordination (base) expenses (IOF/PL, PF, GFP...)
- Support the Finance Coordination in the construction of budget tools (budget follow up; operation follow up...)
- Lead the monthly budget follow up process for validation of the Finance Coordinator:
 - o Ensure the cycle is implemented on the mission as per Solidarites International standard
 - o Ensure OFU and LFU meeting with Program and Logistics team in Coordination and Make sure all tools are harmonized and properly used at mission level.
 - o Prepare monthly forecast of costs managed by Coordination and Coordination costs
 - o Consolidate and analyze budget follow up and allocation board at mission level based on base inputs
- Support the Finance Coordinator in the preparation of institutional donor and authorities' financial documents:
 - o Draft proposal based on base inputs as per donor or authorities' requirement
 - o Prepare financial reporting as per donor or authorities' requirement

Team management

- Participate and support the Finance Coordinator in the preparation of finance training and workshop
- Ensure minimum staffing levels for the administrative service during periods of absence
- Support the Finance Coordinator in the definition of the needs and in the recruitment of the coordination finance team
- Train, support and evaluate the Finance team in Coordination under his/her direct supervision
- Provide technical support to the finance teams at base level, conduct regular field visits and support the Finance Coordinator in the preparation of general finance meetings.



Reporting/Communication

- Report on a weekly basis to the Finance Coordinator, compile internal reporting at mission level for the finance department and participate in the monthly meeting and reporting of the mission
- Establish and maintain relationships with the administrative stakeholders at national level (NGO & INGO, administrative local authorities...)
- On request, participate in meetings (donor, authorities, NGO forum...) and workshops relating to his/her field of activity and write up minutes to the Finance coordinator

ORG CHART POSITION (reporting and functional relationships)

Line Manager: Finance Coordinator

Line Report(s): Cashier/Finance Officer

Functional Manager: -

Functional Report(s): -

Preferred Skills/Requirements:

Minimum bachelor's degree in business administration, Finance and Accounting

Good knowledge and experience of working with local communities, author: partners and agencies and International NGO is an Added advantage

Minimum 2-4 years' experience working in related field of Deputy Finance Coordinator

Good communication skills and ability to work well in a team.

Must be flexible, hardworking, religious, solution oriented and have ability to work under pressure.

Previous experience working in an NGO is an asset

Computer skills and knowledge of Microsoft programs (especially word and excel) is mandatory.

Knowledge of SAGA accounting software and SI experience is an added advantage.

Salary is Per Solidarities' International scaling



Working hours:

From Monday to Friday and the time starting from 7:30 AM to 4:30 PM
As to execute daily Job/Tasks, some flexibility can be expected from work.

Please submit your CV, Cover letter, Photocopies of all Diplomas, Certificates of employment to Solidarites International Office in Hai Cinema Opposite Islamic Relief International

Or by email as one (1) attachment to: juba.adm.recruitment@solidarites-southsudan.org

Application Instructions

1. Subject of the email MUST be clear the position title; you're applying for as it appears on the advertisement.
2. SOLIDARITES INTERNATIONAL keeps all applications. No file will be returned to the applicant so do not submit your original credentials.
3. Dateline is 27th of September 2024, however due to emergency nature of the position applications will be reviewed on rolling basis, position can be filled before dateline, any application sent after this dateline will not be considered.

" Women with the required skills are highly encouraged to apply."

