

Job Title: Finance Manager
Department: Finance
Location: Juba
Reports To: Country Director

Science Teachers Initiative (STI) is a registered International Non-Government Organization (INGO) with aims and goals to improving the quality of education in Africa and to promoting the use of scientific knowledge, innovation, and research in solving socio-economic challenges through, developing practical reading/learning materials, promoting numeracy and literacy, retooling teachers in practical science teaching through provision of science kits and mini laboratory for primary and secondary education and increasing access to inclusive quality basic education and education in emergencies, provision of quality inclusive Pre-primary education. STI works closely in partnership with the Ministry of General Education and Instruction, and the National Curriculum Development Centre (NCDC) to improve the quality of education.

PURPOSE OF THE JOB

The Finance Manager (FM) provides strategic financial management leadership for Science Teachers Initiative South Sudan within the country office and ensures compliance with policies and procedures. This position is responsible for managing the Finance unit and ensuring that routine monthly finance schedules and reporting deadlines are met. Through high-level analysis of past spending and projections, the FM provides key input and recommendations to Program Managers in the development of new budgets as well as the effective management of current programs. The Finance Manager is a member of Country Senior Leadership Team (SLT) The Finance Manager ensures all internal controls and finance functions work to provide appropriate support to the program. The Finance Manager provides timely reports and advice to the country director and participates in strategic planning.

ESSENTIAL DUTIES/RESPONSIBILITIES include the following. Other duties may be assigned and percentages are approximate.

Key Result Area #1 Financial Management and Compliance (30% of time).

- Develop, coordinate and implement plans for the control, monitoring and reporting of all country office financial operations;
- Cultivate and maintain an expertise on the rules and regulations of various donors and provide guidance in the area of donor compliance;
- Maintain current knowledge of local government requirements related to financial matters and ensure compliance with tax regulations and other legal requirements.
- Review payments and ensure they are in compliance with the organization requirements before their approval by the Country Director.

Key Result Area #2 Internal Controls and Audit Support (20% of time).

1. Perform regular checks of Science Teachers' accounting activities in all its site offices, including monthly reviews of financial transactions to check for appropriate documentation, correct account assignment and approvals;
2. To ensure that adequate internal controls are in place, closely monitor all financial activities and keep the Country Director advised of all situations which have the potential for a negative impact on internal controls or financial performance;
3. Take a leadership role in facilitating internal or external audits. Liaise with the International office and other stakeholders in the planning and coordination of any of these audits as in a team we stand and defend effectively;
4. Take appropriate action with departments concerned to address audit findings and recommendations, follow through on action plan commitments and share all through the CD to the key levels or offices;

Key Result Area #3 Finance Unit Leadership and Management (15% of time).

1. Provides direction to the Finance unit and manage the Finance Team to follow routine weekly and monthly schedules and meet deadlines;
2. Collaborate closely with the HR and Administration Manager to recruit, orient and train all finance department staff;
3. Leads and nurtures the spiritual growth and integration of a biblical worldview and the values of: Christian calling to service of the poor, excellence, stewardship, servanthood with Finance Team members.
4. Manage finance staff travel and vacation to coordinate staff absences to avoid gaps and minimize risks in key responsibility areas;
5. Identify capacity development needs within the department and organize appropriate trainings.

Key Result Area #4: Financial Reporting (Internal and External) (10% of time).

1. Supervise monthly financial closing process in Sun System (review, upload and post monthly journals);
2. Ensure that, on monthly basis, balance sheet reconciliations are completed on timely basis and that country standard report and supporting data are reviewed and produced on a monthly basis;
3. Consolidate monthly financial reports to provide project managers with timely reports on fiscal health, including revenue/expenditure reports, expense reports by grant and budget variance reports, among others;
4. Complete the monthly country office finance scorecard and any of the associated request in regard;
5. External: Direct the preparation of, reviews and approves all donor financial reports in respect to accounting, legal and contractual requirements and ensures the review of such reports by the Country Director prior to submission;
6. Fully respond on all the reviews at any time from the RFM, the Global office or National Organization (NO) directed to the FM due to urgency copy RFM and CD or head or the programs.

Key Result Area #5: Cash Flow Planning and Cash Management (5% of time).

1. Review, upload and post monthly Cash Flow journals into Sun system before monthly deadlines;
2. Monitor monthly cash flow, and work with program staff and others to better estimate cash needs;
3. Monitor and assess cash levels in country offices vis-à-vis spending plans, contractual commitments, etc. to sufficient operational funds available, and vendor and labor payments are made promptly upon receipt of necessary justification documentation.



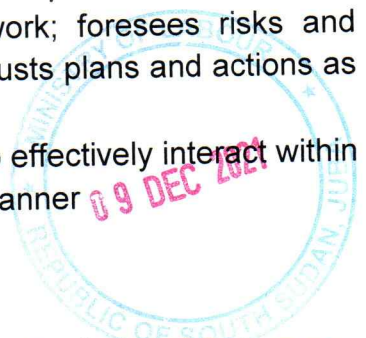
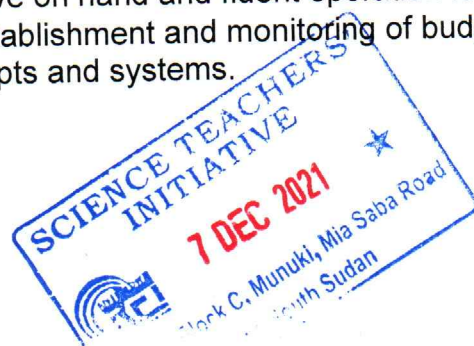
4. Ensure regular contact with local bank management on routine operational matters with country offices including negotiation of exchange rate, e-Banking timely and efficiently give information and advice accordingly and where applicable;
5. Enforce Finance policy on program advances, credit terms, credit cards and use of bank payment instruments and ensure compliance with the organization requirements;

COMPETENCIES

- **Innovation:** Develops new, better or significantly different ideas, methods, solutions or initiatives within your role that result in improvement of Science Teachers Initiative's performance and meeting objectives, results and global commitments.
- **Accountability:** Holds self and others accountable for all work activities, research and personal actions and decisions; follows through on commitments and focuses on those activities that have the greatest impact on meeting measurable high-quality results for Science Teachers Initiative's success. Exercise ethical practices, respectful words and behaviors and equitable treatment of others in all activities.
- **Service Excellence:** Knowledge of and ability to put into action customer service concepts, processes and techniques to access internal and/or external client needs and expectations and meet or exceed those needs and expectations through providing excellent service directly or indirectly
- **Effective Communication (Oral and Written):** Understands effective communication concepts, tools and techniques; ability to effectively transmit, explain complex technical concepts in simple, clear language appropriate to the audience; and receive, and accurately interpret ideas, information, and needs through the application of appropriate communication behaviors.
- **Planning and Organizing:** Develops clear goals that are consistent with agreed upon strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate time and resources for completing work; foresees risks and allows for contingencies when planning; and monitors and adjusts plans and actions as necessary.
- **Interpersonal Relationships:** Knowledge of and the ability to effectively interact within and across Departments in a constructive and collaborative manner

EDUCATION & EXPERIENCE REQUIRED

- CPA or ACCA qualification
- Must have a degree in Business Administration (Accounting) or Bachelor of Commerce (Accounting) from a recognized and certified institution or university. A Master's degree is an asset.
- Minimum of 8 years' experience in a similar or senior finance position with an International NGO preferably.
- Practical experience in using a wide range of accounting software including V5.3.1.3 Sun systems, Vision XL and Vision Executive on hand and fluent operation level.
- Proven experience in treasury activities, establishment and monitoring of budgets, and an understanding of data processing concepts and systems.



- Proven expertise with USAID/UN/OFDA/DFID/EU/SIDA/world bank, rules and regulation on Procurement and Financial Management.
- Must have a proven knowledge of Generally Accepted Accounting Principles and a practical knowledge of financial systems and internal controls.

How to Apply:

Interested and Qualified candidates should submit Cover Letter indicating their suitability for the position, CV, copies of academic documents, national ID cards and any other relevant documents, 4 professional references (three of which must be current or former direct supervisors) with details of their daytime Telephone contacts and email addresses: recruitment@scienceteachersinitiative.org not later than December 30th, 2021

We are an equal opportunity employer and Female Candidates are strongly encouraged to apply.

Only short-listed candidates will be notified including the date of formal interview and the application documents are non-refundable. This position is open to international expatriates only

ACKNOWLEDGEMENT OF RECEIPT

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

