

APPROVED SD. H. 3, VOL. 1
LABOUR DEPARTMENT
JUBA

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Supporting Community Action on AIDS in developing Countries



**International HIV/AIDS Alliance in South Sudan
(Alliance South Sudan)**

Job Title	Finance and Grants Manager: Juba
Reports to:	Country Director
Location:	Juba (with regular travel to the field)
Period:	One year with possible extension
Starting date:	1 st September 2011

Main function:

The Finance and Grant Manager will take overall responsibility for the Alliance Country Programme Office financial management and reporting including reporting to the Alliance Secretariat. S/he will ensure that accounting records are well maintained and documented and that internal controls systems are appropriately developed and implemented.

The post-holder will also take responsibility for ensuring that implementing partners and organisations receiving grants from the Alliance Country Office can adequately account for the funds passed to them and meet specified reporting requirements; as well as assessing training and support needs of each grantee and managing the delivery of financial technical support to the grantees.

The post holder will also take responsibility for managing and developing communication and personnel systems for the Alliance Office in Juba.

Key Responsibilities:

The major areas of responsibility for the Finance and Grants Manager are as follows:

1. Overall finance and administration function

Objective: To manage the finance and administration team in Alliance Sudan and serve as a member of the senior management team of Alliance Sudan.

- Line manage the finance and administration staff at Alliance Sudan, providing necessary guidance and support
- Provide guidance and support in finance and administration matters to the Country Director
- As a member of the senior management team of Alliance South Sudan, lead on all finance, grants and administration matters in liaison between the Alliance South Sudan and donors and relevant people in Finance and Field Programmes at Alliance Secretariat in Brighton
- Administer the Alliance generic staff manual and the Security Manual for Alliance South Sudan and ensure that staff are aware of the established policies and procedures of the organization.
- Ensure Alliance Sudan complies with Alliance Anti-fraud policy.
- Line-manage finance and administration staff

2. Accounting

Objective: To ensure that Alliance Sudan maintains proper accounting records of all financial transactions, assets and liabilities and follows appropriate internal controls.

- Regularly review and update the internal financial control policies and procedures including procurement and ensure compliance by staff and organisations receiving funds from Alliance South Sudan
- Provide regular feedback to the Country Director and to the appropriate people in Finance and Field Programmes Departments at the Alliance Secretariat in Brighton on issues relating to financial record keeping, highlighting any discrepancies or irregularities in the accounts or records processed or reviewed
- Perform regular monthly Balance sheet integrity tests by way of reconciliations
- Represent the organisation on finance and administrative matters, as required both internally and externally
- In consultation with the Finance Department in the Alliance Secretariat in Brighton and the Country Director, oversee the preparation of the monthly, quarterly and year-end accounts and prepare for the annual audit and any donor compliance audits, with timely follow up on management letter recommendations
- Ensure that Alliance South Sudan complies with all Sudanese statutory obligations such as tax and VAT

3. Reporting and donor relations

Objective: To ensure compliance with reporting requirements for the Alliance Secretariat, and donors

- Take overall responsibility for submitting timely and accurate financial reports to Brighton and donors, as appropriate, working closely with the Finance Team in the Alliance Secretariat in Brighton
- To Produce Monthly management accounts to the SMT of Sudan and Programme Officers to enable adequate monitoring of programmes
- Ensure Alliance South Sudan Programme office's compliance with donor restrictions and regulations.
- Ensure that all Alliance staff in South Sudan are adequately informed of relevant donor restrictions by facilitating compliance modular training programme for all staff, as well as partners receiving funds from Alliance Sudan
- Advise the Country Director and programme staff on any finance and granting issues relating to donors.

4. Support to partner organisations

Objective: In close collaboration with Field Support Finance Team at the Alliance Secretariat, develop the financial systems and capacity of Alliance implementing partners, ensuring that the contractual framework for passing funds to partners is followed and that funds passed to local partners are properly accounted for.

- Ensure that Alliance South Sudan team keep to and implementing the grant management system developed for the country office
- Overseeing assistance given by the Grants officers to the programme staff in assisting partner organisations in the preparation of budgets,
- Overseeing the financial capacity assessments of each partner organisation prior to issuing a grant agreement or contract and overseeing the giving of appropriate financial technical support to the partner organisations as required
- Ensure that the financial capacity of each partner organisation is appropriately assessed prior to issuing a grant agreement or contract and these receive appropriate financial technical support they require in grant management
- Ensure that Alliance South Sudan implementing partners submit regular financial reports as per the agreement and the reports are reviewed and approved on a timely basis
- In liaison with the Alliance Secretariat in Brighton, co-ordinate annual audits of local partner organisations as required.

5. Budgeting

Objective: To prepare budgets including quarterly and annual budget for submission to the Secretariat and donors

- Participate in the regular planning meetings including the annual planning session preparing the rolling 12-month Alliance South Sudan budget

- Actively participate in developing budgets and pipelines which meet donor requirements
- Identify any financial risks associated with the funding situation of Alliance South Sudan and inform the Country Director for further action.
- **6. Human resources**

Objective: To ensure that proper policies and procedures are in place and implemented for the management of human resources.

- Develop and implement human resources policies in conjunction with the Secretariat
- Ensure compliance with policy and statutory requirements in South Sudan
- Co-ordinate a staff performance appraisal system
- Manage the staff salary system
- Maintain up to date personnel records
- Ensure that proper policies and procedures are in place for hiring of consultants
- Act as line manager for the Grants Officer, Accounts Officer and Logistician/Driver.

8. Information and Communication Technology (ICT)

Objective: To work with IT and Communication consultants to develop and maintain the Alliance South Sudan IT and Communication systems (hardware, software, networks, radio and Internet connectivity) and ensure the system's security.

- In conjunction with Alliance Secretariat ensure purchase and installation of radio, hardware and software as appropriate
- Ensure staff are able to access the Internet and a network of users within the office
- Ensure maintenance and technical support of the system, most probably by selecting and contracting an IT or Communications expert in Juba to provide regular support to the office
- Ensure that system and files are protected from computer viruses and that a back up system and data recovery plan are in place
- Ensure that all computers use software that has been properly licensed and installed.

8. Facilities and security management

Objective: To ensure that proper policies and procedures are in place and implemented for the smooth and effective running of Alliance South Sudan

- Establish and maintain an inventory/asset registry for all properties and assets.
- Oversee the management of all properties and assets.
- Liaise with the Security focal person to ensure that necessary security precautions for staff and property are in place.

Other

- Undertake other duties as assigned by the Country Director of Alliance Sudan

	Person Specification	
	Finance and Grants Manager- South Sudan	
	Essential	Desirable
Qualifications/Education/ Knowledge	Relevant graduate qualification in Finance, Accounting, Business Administration or any related field	Post-graduate Finance, Accounting or Business Administration qualification
	Extensive first hand knowledge of the socio-economic and political realities in South Sudan	Familiarity with Multi lateral and Bilateral donor financial rules and regulations
Experience required	At least 3 years proven financial experience both in grants and accountancy	Experience in grants management
	Demonstrated experience in managing and financial reporting big budget projects	Experience in managing a finance and/or grants team
	Proven experience in use of Excel, Access and other Financial packages for finance and grants	Experience in developing or adapting finance and granting systems to suit a different context

Person Specification
Finance and Grants Manager- South Sudan
management

Abilities and skills required	<p>Strong budget management and business planning skills</p> <p>Excellent people management skills with the ability to coach and develop team members and partners staff and engender good team working</p> <p>Strong organization, planning, and problem solving skills</p> <p>Strong self-management skills with abilities to set well defined goals, monitor progress and achieve results while managing multiple tasks and projects</p> <p>Ability to exercise diplomacy and build partnerships and consensus, within teams and other stakeholders</p> <p>Attention to detail and accuracy</p> <p>Computer literacy (Microsoft Office)</p>	<p>Ability to move easily and effectively between the world of donors and grassroots organizations</p> <p>Demonstrate skills in start up of development projects</p> <p>Ability to understand and control confidential information with absolute discretion</p>
Personal qualities	<p>Diplomacy, tact and discretion</p> <p>Excellent communicator at all levels</p> <p>Creativity and innovation</p> <p>Commitment to building NGO capacity</p> <p>Good team player and manager – able to work with diverse inputs and committed to team building and a collaborative working style</p>	<p>Good negotiation skills and the ability to provide effective support to staff</p> <p>High integrity and initiative</p>

POSITION OPEN ONLY TO SOUTH SUDAN NATIONALS.

Interested applicants should send their applications and CV addressed to ayopeter2000@yahoo.com or sends hard copy to International HIV/AIDS Alliance Office at Hai- Malakal Plot 11, Block 2E near KCB Malakia Branch addressed to Accounts Officer.

Closing date for submission of applications is ²⁹**Monday, 22nd August 2011.**
Only successful applicants will be contacted.

