

## **Terms of Reference for Finance Manager**

The Southern Sudan Microfinance Development Facility (SSMDF) is a initiative of the Government of South Sudan with co-funding from the Multi-Donor Trust Fund. As a component of the Private Sector Development Project, SSMDF is established to champion the emergence of a strong and sustainable microfinance sector in South Sudan. SSMDF supports microfinance providers' efforts to assist the economically active poor and the low income households to access financial services. Specifically, SSMDF provides wholesale loans and technical assistance to the microfinance institutions and local sector support institutions such auditors, trainers and business development services (BDS) providers which render services to the microfinance retailers and their clientele.

SSMDF is seeking qualified Sudanese nationals to fill the positions of Finance Manager, Finance and Administrative Assistant, and a Driver/Logistics Assistant as per the detailed terms of references below

### **1. Finance Manager**

The finance manager is responsible for the integrity, control and compliance with all aspects of financial management including handling all the accounting activities of the SSMDF. In addition, the holder of the position will be the chief administrator of the facility with supervisory role over support staff and serving as the SSMDF's HR manager. Last but not least, the Finance Manager will also provide technical support to the team in conducting financial analysis and helping strengthen client MFI staff in the areas of financial record-keeping and management.

#### **Responsibilities and duties**

- Maintain clear and up-to-date books of accounts that meet internationally accepted accounting principles and financial reporting standards
- Manage SSMDF operations funds ensure adequate financial liquidity for the smooth running of the office
- Prepare regularly financial reports/statements for the Managing Director's review and submission to the Board, donors and other stakeholders
- Review SSMDF chart of accounts as may be needed
- Together with the Managing Director prepare annual budgets to be presented to the board for approval.
- Manage budget to ensure that budget line items are expended as per approved budget
- Ensure that finance usage is strictly in line with SSMDF policies
- Maintain clear record of program funds (TA and loan) utilization under a multi-donor approach to ensure clear accountability for donor funds
- In coordination with the Credit and Risk Manager, ensure timely disbursement of funds to clients and regularly update management on MFI repayment of SSMDF loans
- Manage SSMDF's operation including controlling purchases and expenses and ensuring timely honouring of SSMDF obligations vis-à-vis supplies and vendors
- Supervise support staff under the guidance of the Managing director to ensure smooth running of activities

- Play the role of SS MDF HR Manager; hence design and maintenance proper personnel files for all SS MDF staff
- Maintain payroll and ensure timely payment of staff
- Conduct regular inventory and maintain an up-to-date record of SS MDF assets
- Ensure proper and safe filing of all records and contracts signed by SS MDF
- Avail all necessary information during internal and external audit processes as may be required by Auditors
- Participate in technical review of proposals to be submitted to the board
- Provide technical advice, mentoring and/or training to staff of client institutions on matters related to accounting and finance management
- Participate in developing SS MDF proposals and reports to be presented to the board, donors and other stakeholders as may be required.
- Any other duty as may be requested.

### **Qualifications:**

- A bachelors degree in accounting, commerce, business administration, finance or related field from a reputable institution is a requirement and a higher degree in similar fields preferred;
- Minimum of 3 years working experience in a similar position and preferably from a financial institution;
- Ability to conduct financial analysis with long, medium, and short term financial planning and proven budget/liquidity management skills
- Thorough understanding of operational risk of a financial institution;
- Proficient in MS Office and experience in using accounting software.

### **2. Finance and Administrative Assistant**

The Finance and Administrative Assistant position is created to provide support to the Finance Manager as well as Program staff. Besides, the administrative duties elaborated below, the holder of the position is expected to participate in the core activities of the SS MDF which include evaluating MFIs qualification to receive wholesale loans, providing technical assistance and monitoring performance of the institutions. Thus, only candidates interested in pursuing a career in microfinance are encouraged to apply.

### **Tasks and Responsibilities:**

- Manage communication (answering the phone, receiving mails) and directing them as appropriate and package and distribute outgoing mails/ courier.
- Manage the front desk; meet and greet clients and visitors.
- Support programme staff and Finance Manager to maintain hard copy and electronic filing system of all office records.
- Collect, maintain and update the inventory/asset register

- Setup and coordinate meetings and conferences.
- Assist programme staff arrange for workshop venues and logistics.
- Maintain and distribute minutes of staff weekly meetings.
- Support Finance Manager in procurement of office supplies and materials.
- Maintain monthly petty cash float for office operational payments.
- Provide administrative and logistical support to program staff/consultants
- Other duties as may be assigned

#### **Qualifications:**

- A bachelors degree in business studies, economics or related field required
- Knowledge of Microsoft Office.
- Strong and professional communication skills.
- Proficiency in English is a MUST and knowledge of Arabic and other local languages spoken in South Sudan is added advantage.

### **3. Driver/Logistics Assistant**

Under the direct supervision of the Finance and Administrative Assistant, the Driver/Logistics Assistant will primarily be responsible for meeting the transport needs of the staff in performing their official roles. Among other, the driver/logistics assistant will

- Pick and drop staff to office on working days
- Conduct routine and basic maintenance of the car
- Maintain the vehicle log of trips, update and present the vehicle logbooks every week for review/approval by supervisor
- Arrange logistics (booking accommodation, flight tickets, processing visas or other immigration requirements) for staff travels and consultants
- Assists the front office with basic clerical duties such as photocopying and binding documents as need arises
- perform any other official tasks assigned by supervisor

#### **Qualifications**

- Must have a Sudan Secondary School certification and any equivalent
- At least 5 years of clean driving record
- Strong written and spoken English and fluency in Juba Arabic an added advantage
- Must be conversant with routine vehicle maintenance and possession of basic knowledge in mechanics is desirable
- Willing to work beyond normal working hours

Interested candidates should submit a cover letter and CV indicating clearly the position of interest by September 26, 2011. Applications may be sent electronically to [charles.data@gmail.com](mailto:charles.data@gmail.com) with copy to [siinchol@yahoo.com](mailto:siinchol@yahoo.com) or as hard copies in a sealed envelope addressed to the Team Leader and delivered to the SS MDF Office at Ministry of Commerce, Industry and Investment. Questions/clarifications may be requested by email to any of the two email address mentioned above. Kindly note that only shortlisted candidates will be contacted for interview.