JOB DESCRIPTION

Job Title:	Finance Consultant – South Sudan
Location:	Juba, South Sudan
Management responsibility:	1 Finance Officer
Budget responsibility:	Programme budget of USD 2 – 2.5 million per year
Reporting to:	South Sudan Country Manager
Key Relationships:	Finance Director and Finance Manager (UK), Head of S/Sudan and Great Lakes programme; Ops/HR Manager (South Sudan) and South Sudan project team
Contract Duration:	2 months maternity cover
Salary range:	A competitive INGO salary, plus benefits.

Description of Saferworld and South Sudan programme:

Saferworld is an independent non-governmental organisation that works to prevent and reduce violent conflict and promote cooperative approaches to security. We work with civil society, governments and international organisations to encourage and support effective policies and practices through advocacy, research and policy development, and through supporting the actions of others.

Saferworld has been working in Africa since 1997, with a primary focus upon East Africa and the Horn region. We have well-established programmes in Kenya, Uganda, Somalia and South Sudan. In addition, Saferworld supports regional and international conflict prevention and security processes. Saferworld headquarters are in London, with offices in Nairobi, Kampala and Juba. The South Sudan programme is managed by the Head of S/Sudan and Great Lakes Programme, based in Saferworld's office in Kampala. The South Sudan Country Manager manages the programme in country.

Saferworld's South Sudan programme aims to **develop and implement community-focused and integrated responses to the complex mix of security, conflict and development challenges** faced by the people, the state and international partners. The programme will improve:

- **security sector governance and community-focused security responses**, focusing on policing service delivery, the role of informal security providers, civil society oversight, and linkages between security, conflict and development responses.
- **small arms control policy, legislative framework and its implementation**
- **multi-sectoral national and international responses to conflict and insecurity** through providing information and analysis and sharing lessons from practical programming.

The programme seeks to achieve change in these three areas through working with national and state-level government and civil society stakeholders, and international actors.

The geographic focus is on South Sudan, with some engagement on North-South, regional and cross-border issues.

Job Purpose:

The Finance Consultant will be responsible for ensuring the efficient and transparent management of South Sudan programme finances in line with recognised accounting/auditing standards and Saferworld procedures, in the context of a fast-growing programme and the development of new systems to support this growth.
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Key areas of responsibility:

1. Lead in financial management, system development and line management of financial staff for the South Sudan country programme

2. Lead in developing capacity support and collaborative relationships with Saferworld staff and partners to ensure effective financial management across the board

Duties:

1. **Lead in financial management, system development and line management of financial staff for the South Sudan country programme**

Detailed actions:

- Manage South Sudan 1 finance officer
- Responsible for keeping financial records and performing financial procedures (receipts, payments, petty cash, payroll), including records of South Sudan programme activities
- Lead development and maintenance of strong control environment (bank reconciliations and other control accounts, performance management data, etc)
- Manage performance of Quickbooks ledger accounting system, leading improvement and system enhancement work, ensuring good housekeeping – for the Juba office as well as up to six state offices
- Lead reporting to Saferworld colleagues, donors and London head office. Focus on continuous improvement
- Effectively organise and manage internal and external audits
- Produce statutory (legal) accounts and other legal returns for South Sudan

2. **Lead in developing capacity support and collaborative relationships with Saferworld staff and partners to ensure effective financial management across the board**

Detailed actions:

- Develop strong relationships with all Saferworld colleagues (Juba, Kampala and London) to enhance their understanding of finance and build their knowledge; in particular, develop strong relationships with non-financial staff in remote offices, who will be responsible for day-to-day financial reporting and accounting
- Manage team in building knowledge and understanding with partners, including at the state level in South Sudan so that they effectively and transparently manage their funds.

PERSON SPECIFICATION

Essential requirements:

- A basic degree (Economics / Accounting / Finance or Business Administration) or compensating relevant work experience.
- A recognised accounting qualification (CIMA, ACCA, etc)
- At least 3 years' experience in financial management/administration within an non-governmental organisation (NGO)
- Experience of computerised accounting software (QuickBooks, Sage or other systems) and an aptitude for system improvements and developments
- Experience of developing and improving financial systems
- Experience of management reporting to colleagues, including overseas colleague and offices
- Management experience, including line managing staff at a distance
- Experience of living and working in a difficult environment – South Sudan or similar

Desirable requirements:

- Experience of conducting capacity-building for partners and staff on financial systems and good financial practices

TERMS AND CONDITIONS

Salary range: Saferworld will offer a competitive INGO salary and applicable benefits
Leave entitlement: 5 days in addition to agreed South Sudan holidays

APPLICATION PROCESS:

Please send an application comprising a detailed CV and cover letter, citing the reference SS FC, to recruitment@saferworld.org.uk by 24th June 2013, but due to the urgency of this position shortlisting will be done on a rolling basis