

JOB ADVERTISEMENT

Brief history of HTPV Kuron

Bishop Emeritus Paride Taban of the Catholic Diocese of Torit founded the Holy Trinity Peace Village Kuron in 2004. The village is watered year-round by Kuron River and making it in the past as an area of encounter between the various cattle grazing pastoral communities found around this area. The pastoral communities found in the area include the Nyangatom, the Murle, the Kachipo the Jiye in Boma and Koroma in Ethiopia with the Toposa ethnic group being the single largest tribe sharing borders with all these other tribal groups.

The Holy Trinity Peace Village targets the local Toposa community in and around Kuron Boma in Kauto Payam. The main intervention lines of the Holy Trinity Peace Village range from Agriculture, Community Development and Peace Building, Pastoral Care, Education and Health based on integrated and holistic approach.

The Holy Trinity Peace Village is seeking to recruit dynamic, suitably qualified and experienced South Sudanese National for the following vacant position:

POSITION 1; No. of Vacancies One

Job Title	:	Finance Manager
Department	:	Finance
Reports to	:	Director
Location	:	Head Office- Kuron Kapoeta East County

I. Job Summary

- The Finance and Logistic Manager will be responsible for managing the financial operations of the Organization and ensuring that proper procedures and documentation are maintained in compliance With Donors regulations and HTPV financial policies and procedures.
- Works in collaboration with all project team, management, and Local Government authority and other partners.
- Oversee the spending and accountability for project funds to the tune of \$1.0 million.
- Responsible for project reports, ensure adherence to financial control, process and procedure

II. Key End Results and Typical Responsibilities

Cash and Budget Management to Allow for Timely Response

- Provide financial support to the project staff.
- Track project expenditures, keep detailed accounting records and prepare financial reports.
- Coordinate financial activities with other project partners.
- Assist staff in training on financial procedures.
- Monitor cash flow and ensure sufficient funds are available to support project areas.
- Work with Project Staff to prepare accurate and detailed financial reports in a timely manner.

- Prepare weekly and monthly project cash forecasts in a realistic manner
- Review cash disbursement vouchers
- Review purchase requisitions and orders.
- Review payment packages for budget availability and correct coding.
- Monitor budget versus actual expenditure.
- Ensure timely processing and disbursement of payments to legitimate suppliers/vendors/contractors.
- Prepare work plan and budget in coordination with the programme manager and make sure that all expenditures are according to work plan and budget

Accurately Financial Reports to Ensure Compliance to Accounting Standards and Best Practice

- Manage general ledger accounting system
- Reconcile Accounting software reports with project reports
- Monitor the advances register
- Ensure accountability in the preparation, review, consolidation and submission of correct and complete Project Financial reports on time
- Coordinate and ensure availability of all documents during Project audit

Ensure Internal Financial Controls Compliant to Established Policies and Procedures

- Ensure adherence to financial controls, processes and procedures.
- Follow up finance-related audit actions
- Participate in Quarterly physical asset and inventory verifications
- Ensure adherence to HTPV Operation Manual

Field Support Visit for monitory of project progress

- Training of communities and volunteers in financial and record maintenance as and when required.
- Verification of direct benefits distribution to communities
- Project support visit and reporting

III. Dealing with Problems

- Working in partnership with different organisation culture and ensure project results are achieved on time without compromising quality
- Managing donor grants with strict reporting deadlines
- Working effectively in multiple communities and environments
- Operating in remote areas and with vulnerable communities

IV. Communications and Working Relationships

Internal

- Project officer
- Management team
- Board members
- Resource Mobilization Team
- Other Plan staff

External

- Partners at County level
- Donors
- National Offices
- Head of departments/Local government authorities
- Community resource people including various Payam level committees
- Children during field visits

V. Knowledge, Skills and Behaviours Required to Achieve Role's Objectives

Qualification and Experience

- A degree in Accounting or equivalent qualification in accounting, finance, or a related subject area.
- Two to three years of experience performing accounting functions.
- Strong financial management and accounting skills.
- Knowledge of the Microsoft Office tools, particularly Excel. Experience with Great Plains accounting software is desirable.
- In-depth knowledge of finance and accounting preferably in non-profit making organisation

Demonstrated behaviors needed by the post holder to successfully perform the role:

- Hardworking with capacity to work independently with minimum supervision
- Honest, integrity, open and transparent personality.
- Team player
- Work towards achieving a team goal and result oriented
- Be able to respect all groups of people in the community and culturally sensitive
- Persuasive and able to work in different cultural settings
- Motivated, energetic and strives to develop and support others
- Work for the best interest of the organization and community
- Appreciate child rights and gender equality
- Ability to work under harsh condition
- Ability to work under multidisciplinary and multicultural environment

Skills Specific to the post needed to put knowledge into practice.

- Analytical and problem solving skills
- Planning, and organising skills,
- Influencing and persuading skills
- Excellent verbal and written communication skills.
- Excellent communication skills appropriate to the audience
- Proficient computer skills and use of relevant accounting packages

VI. Physical Environment and Demands

- Office & outdoors - Some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings, confined spaces
- About 5% of work time spent on travel in project implementation areas

VII. Working condition and remuneration

- The Holy Trinity peace Village offers to all its staff accommodation, and each one contributes towards a common eating pool or may prefer to cook a lone.
- Attractive remuneration package
- Common pool Dstv

All applications marked on the right hand corner of the envelope or Subject line of email address “**Application for the Position of “Finance and Logistic Manager”**” should be addressed to:

**Human Resources and Administration Manager-HTPV
Kauto Payam, Kapoeta East County
Eastern Equatoria State
Republic of South Sudan
Sat: +8821643339000**

**C/o Fr. Emmanuel Wani
Friendship Guest House
Juba**

Or By Email to gracekoliba@gmail.com with a copy to admin@kuronvillage.net and director@kuronvillage.net

The closing date for receipt of applications is before close of business on Friday 26th May 2014

Note; 1- Due to urgency of the position Applications will be processed as it comes in and candidates may be interviewed before the closing date of the application

2- Expected start date is 2nd June 2014

3- Only short listed applicants will be contacted.