

Senior Finance Administration Manager

Job Title: Senior Finance Administration Manager
Location: Based in state capital of Western Bahr el Ghazal (Wau), South Sudan
Contract Date: September 2010
Reports to: Grant Manager (functional), Regional Finance Manager in Kampala (technically)
Working with: Field medical and non-medical team members
Salary: Gross monthly salary indication of €1.100 to a maximum of € 1.600
Benefits: National conditions including health insurance benefit

Only short-listed applicants will be contacted. Due to the urgency of this position, applications will be shortlisted on a regular basis and we may offer this post before the closing date.

Please note: this is an unaccompanied position.

1. GENERAL DESCRIPTION

HealthNet TPO's programme in South Sudan dates from 1996. HealthNet TPO aims to contribute to improving the overall health situation and supports the strengthening of health systems to ensure the provision of quality health care. HealthNet TPO aims to include and build the capacity of Sudanese organisations, communities and authorities. HealthNet TPO is implementing a health service delivery programme in Western Bahr el Ghazal and expects to expand its health sector support with a similar programme in Northern Bahr el Ghazal.

2. PURPOSE OF POSITION

The senior Finance manager is responsible to oversee all financial related aspects of the programmes in Western and Northern Bahr el Ghazal. He/she will work closely together with the Grant Manager of the region and will supervise local financial administrative staff working in the projects.

3. CORE RESPONSIBILITIES AND TASKS:

- Ensure policies and procedures are compliant with HealthNet TPO and donor policies, procedures and requirements;
- Establish and maintain finance policies and systems, management tools and procedures;
- Actively build capacity of local finance staff and partners;
- Manage the finance control activities in the programmes in WBEG/NBEG;
- Responsible for internal/external financial reporting to the country office and donors;
- Review and analyse monthly budget control reports, discuss highlights with programme management and provide the country/programme management with strategic financial guidance and planning on relevant budget variances;
- Monitor the protection of Healthnet TPO assets (cash, inventory) through the enforcement of internal control policies and procedures;
- Filing systems and record keeping in place;
- Prevent, and if necessary report and investigate fraud and misconduct within HealthNet staff and partners;
- Ensure coordination between programs and the country office;
- In compliance with HealthNet TPO policy implement country policies regarding cash; holding limits, cash movements and foreign currency holdings.

4. PROFILE

- Recognized degree in accounting, economics or a related discipline, and preferably professional accounting qualifications (CPA, ACCA, ACA, etc.);
- Minimum of 5 years of experience, with at least 3 years in a developing country, ideally in a NGO project related setting;
- Experience with donor financial management procedures (accounting and reporting formats, withdrawal applications, external audits, etc.) is desirable;
- Proven ability to ensure the continuous availability of funds, to control the disbursement of these funds, and to properly establish recognized procedures to account for their use.

5. TERMS

The initial contract is pending donor approval and will be for one year, with the option to extend based on performance. The anticipated donor-funding period is three years.

For specific question regarding the advert please contact our HRM department at HealthNet TPO, Tolstraat 127, 1074 VJ Amsterdam +31 20 5120646 for more information on our organization, please check our website: www.healthnettpo.org.

To apply please send your CV and application letter (including your motivation) to recruitment@healthnettpo.org by August 18, 2010. When applying, include the following title in the email subject line: SFMSS