

Vaccancy Announcement

Position	Area Finance Officer	Starting date	ASAP
Location	Ad Damazin, Sudan	Type of contract	Fixed term
Contract duration	6 months (renewable)	Security risk level	Risky (3/4)

About Acted

For the past 30 years, international NGO Acted has been going the last mile to save lives. Currently, Acted supports 20 million people across 43 countries to meet their needs in hard-to-reach areas - and pursues a triple mandate as a humanitarian, environmental and development aid actor. Acted relies on an in-depth knowledge of local territories and contexts to develop and implement relevant long-term actions, with a wide range of local and international partners, building together a "3ZERO" world: Zero Exclusion, Zero Carbon, Zero Poverty.

Position's context and key challenges

In response to the emergency situation in Sudan, Acted recruits.

Key roles and responsibilities

Under the authority of the Area Coordinator and the Country Finance Manager, the Area Finance Officer (AFO) will be in charge of the Area finances. More specifically, s/he will be in charge of the implementation and follow-up of financial management and control tools. S/he will also be in charge of training of the Finance Team.

1. Budget preparation and contractual review

- Upon request of the CFM prepare budgets based on support costs information (allocation tables, Monthly Running Costs and saga) and programme/logistics inputs (BoQs, designs, etc.)
- At Area level, lead the financial part and aspects of the kick off meetings for projects implemented in the Area

2. Implementation and Follow-Up of Financial tools

2.1 Monthly TITANIC consolidation and review

- a) Accounting Flows (by the 5th of each month and upon request) of the Area
 - Check that the cash and bank balances in SAGA match the cashbook and the physical cash in the safe/bank statement. In case of discrepancy, identify the reasons of the gap and correct it
 - Check that the flows are well cross-referenced
 - Check the level of open advances and loans and evaluate the financial risk for Acted, if any
 - Analyse the exchange rate gains or loss, conduct surveys upon CFM request to optimize the changes operations
 - Make sure that the financial information in the exit forms whenever a staff is leaving the organization is matching the accounting data (SAGA) and that the advances are closed at least 5 days before the staff is leaving the organization
- b) Accounting Data review (between the 1st and the 4th of each month and upon request)
 - Review that the SAGA entries of the Month are respecting the Acted Standard Description
 - Make sure each entry has a second libellee and a Third Party code when necessary as per the Standard Description requirements.
 - Check that the entries in SAGA have the proper accounting code, in line with Acted Standard Accounting Chart

- c) Cost Analysis (between the 10th and 15th of each month and upon request)
 - Review the ACTs of the Area and suggest potential reallocations to the CFM
 - Upon request, present a cost analysis of the area to CFM and CD to support the decision making process
- d) Allocations (between the 10th and 15th of each month and upon request)
 - Follow up of Acted's resources allocation per project at area level
- e) Budget Control and Funding Structure (between the 10th and 15th of each month and upon request)
 - Update the monthly BFU, CFU, DFU for the projects of the Area, and send them to CFM for validation
 - Provide an analysis of Acted resources to be funded on new proposal
 - Identify funding gaps and risks
- f) Staff salary payment preparation (between the 25th and 30th of each month)
 - Ensure the consistency between FATS, attendance sheets and leave sheets.

3. Training and Capacity Building

- Ensure training of the Area finance staff on Acted FLAT Procedures and tools
- Support the finance and administration teams in the mastering of financial documents, accounting software SAGA
- Contribute to the global efficiency enhancement of the teams
- Perform trainings on financial management to local partners

Required qualifications and technical competencies

- Msc in Finance, Audit, Business Management, Economics or equivalent
- 1+ year of solid experience in financial & budget management
- Excellent financial and analytical skills
- Excellent communication and drafting skills for effective reporting on programme financial performance
- Ability to monitor and evaluate financial and monitoring skills of teams through capacity-building efforts
- Ability to undertake serious responsibilities and to manage stress efficiently
- Ability to operate in a cross-cultural environment requiring flexibility.

Conditions

- Salary between 1800 and 2000€ monthly (before income tax), depending on the level of education, security level, etc as well as a monthly living allowance of \$300
- Accommodation and food provided in Acted guesthouse
- Pension, health insurance, life insurance and repatriation assistance (& unemployment insurance for EU citizens)
- Flight tickets every 6 months & visa fees covered
- Contribution to the luggage transportation: up to 100 kgs, depending on the length of the contract
- R&R every 3 months, flight tickets covered up to \$500 and allowance of \$200
- Annual leave of 25 to 43 days per year
- One week pre-departure training in Acted HQ, including a 4-days in situ security training
- Tax advice (free 30-minute call with a tax consultant)
- Psychological assistance

How to Apply

Please send your application (cover letter + resume) to jobs@acted.org under **Ref: AFO/SDN**