

## Vacancy Announcement

<b>Position</b>	<b>Area Finance Officer</b>	<b>Starting date</b>	ASAP
<b>Location</b>	Roving in Sudan	<b>Type of contract</b>	Fixed term
<b>Contract duration</b>	6 months (renewable)	<b>Security risk level</b>	Very Risky (4/4)

## About Acted

### **Who we are**

Acted works with 19 million people across 43 countries at the intersection of humanitarian, development, climate and environmental programming. We draw on deep contextual knowledge and embrace emerging technologies to save lives, alleviate suffering, and protect and restore our planet. Working in collaboration with a growing ecosystem of local, national and international partners, we pursue one shared objective: a 3Zero World - Zero Exclusion, Zero Carbon and Zero Poverty.

### **Who we are looking for**

You bring the core competencies required for classical humanitarian and development work, alongside an active climate and environmental conscience, and you can navigate the challenges that arise when human and environmental suffering intersect. You have an entrepreneurial mindset: you see opportunities, connect dots, adapt your approach to different environments, and take measured risks in pursuit of results. You balance principles with pragmatism, and ambition with humility.

## 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 5<sup>th</sup> 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 1<sup>st</sup> and the 4<sup>th</sup> 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 10<sup>th</sup> and 15<sup>th</sup> 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 10<sup>th</sup> and 15<sup>th</sup> 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 10<sup>th</sup> and 15<sup>th</sup> 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 25<sup>th</sup> and 30<sup>th</sup> 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 2000 and 2200€ 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



- This position is classified as an **international staff position** under Acted's recruitment framework. Eligibility for an international contract is therefore required

### How to Apply

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