

JOB DESCRIPTION

Job Title:	Finance and Operations Manager
Location:	Khartoum with travel to the States
Reporting to:	Sudan Country Director and HQ Finance
Line Management responsibility	Finance Officer, Human Resource/Operations Coordinator
Grade and Salary	Competitive INGO salary dependent on experience
Key Relationships:	Programme teams; UK Finance, HR and Operations Teams,
Contract Duration:	Fixed-term, 12 months (with possible extension)

Background:

Saferworld is an independent international organisation working to prevent violent conflict and build safer lives. We work with people affected by conflict to improve their safety and sense of security, and conduct wider research and analysis. We use this evidence and learning to improve local, national and international policies and practices that can help build lasting peace. Our priority is people – we believe in a world where everyone can lead peaceful, fulfilling lives, free from fear and insecurity. We are a not-for-profit organisation operational in 12 countries across Africa, Asia and the Middle East.

Saferworld is committed to providing a safe and trusted environment that safeguards our staff, partners and communities. Our organisational integrity is derived from the values and principles that underpin and guide our work.

This position is an exciting opportunity to be an integral part of Saferworld's Sudan team. Reporting to the Country Director, you will take the lead in all financial and administration matters. The post holder will support the Country Director with all internal financial and procurement processes. The Finance and Administration Manager will represent Saferworld as necessary in interactions with relevant authorities and stakeholders. The post-holder will contribute to Saferworld's strategy in Sudan and will be a member of the Senior Management Team (SMT).

Job purpose:

The Finance and Administration Manager will provide Saferworld Sudan Programme with appropriate finance, human resource, operational/administration support to effectively implement activities below:

Summary of key areas of responsibility:

The Finance and Operations Manager will be responsible for:

- The effective management of finance, operations, human resources and administration staff.
- The efficient and transparent management of finances and financial procedures and procurement.
- Developing capacity support and collaborative relationships with Saferworld staff and partners to ensure effective financial and operational management across the board.
- The efficient, transparent and safe management of operations for Saferworld Sudan.

Finance

Lead the efficient and transparent management of finances

- Responsible for the development and maintenance of robust financial controls (bank reconciliations and other control accounts, performance management data, etc.) in line with agreed procedures (SUN system).
- Responsible for the maintenance of all financial records and posting in SUN;
- Prepare country management reports and donor reports and ensure compliance with all statutory and donor rules.
- Responsible for accurate data entry into ledger accounting system, lead improvement and system enhancement work, ensuring good housekeeping;
- Develop the country annual budget and make appropriate revisions as per instructions from the Finance Director.
- Support the development of budgets for donor proposals and ensure staff and office costs are appropriately covered by donor proposals;
- Lead in effective monitoring of country and project budgets;
- Lead reporting to Saferworld colleagues, donors and London head office. Focus on continuous improvement and ensure that reports are user-friendly;
- Effectively organise and manage internal and external audits;
- Produce statutory (legal) accounts and other legal returns as required by the laws of Sudan;
- Monitor partners' financial management as far as it relates to Saferworld-funded projects, ensuring compliance with Saferworld and donor rules and regulations, building knowledge and understanding, promoting improvements to financial management and reporting;
- Build financial capacity of Saferworld staff and partners.

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

- Develop strong relationships with all Saferworld colleagues and partners to enhance their understanding of finance and build their knowledge on day-to-day financial reporting and accounting
- Develop strong relationships with, and provide training and ongoing support to partner organisations so that they effectively and transparently manage their funds
- Provide support with performance management and capacity building of staff and partners

The effective management of the Finance and administration team in Saferworld's Sudan office

- Allocate key roles and responsibilities within Saferworld Sudan's Finance and administration team;
- Build capacity of and line-manage relevant Finance and Administration staff.
- Undertake performance review and management of Sudan's Finance and Administration team members

Human Resource, Administration

Support and line manage the HR/Operations Coordinator and oversee the following responsibilities:

Administration:

- Ensure effective office systems (e.g., IT support, office maintenance, fixed assets, logistics, supplier contracts), making certain these are consistent with Saferworld's operating requirements.
- Support the efficient running of Saferworld's Sudan office daily operations.
- Ensure all procurement processes are in compliance with Saferworld and donor regulations.
- Ensure systems and processes are in place for safe custody and security of Saferworld's assets including staff, field offices, vehicles, documents etc, as per Saferworld rules and regulations.
- Other administration duties as agreed.

Human Resource:

- Advise on HR policies to ensure compliance with Sudan statutory regulations.
- Ensure staff hand book is reviewed and up dated as required to comply with Saferworld and statutory regulations.
- Oversee staff records including personnel files/staff time sheet are regularly updated and filed.
- Support the implementation of Saferworld's performance management system including consistent and regular reviews of staff performance
- Support recruitment/induction in line with Saferworld policies

Scope and accountability:

Decision making and limits of authority	<ul style="list-style-type: none">• As per Saferworld authorisation matrix.
Financial resources	<ul style="list-style-type: none">• As per budget.
People management	<ul style="list-style-type: none">• Sudan Finance Officer• Human Resource and Operations Coordinator• Finance and Administration Assistant
Legal, regulatory and compliance responsibility	<ul style="list-style-type: none">• Ensure compliance with Saferworld policies and procedures (Global and Sudan).• Ensure compliance with national legislation and donor requirements.• Ensure all accounts are completed and recorded in line with country financial regulations.

Person specification**Knowledge**

- A first degree in Business or Accounting or related field is essential
- Financial qualification (CPA or ACCA) and sound knowledge of accounting procedures, principles and systems;
- Understanding of Sudan employment and financial legislation;
- Understanding of NGO Operation procedures and requirements

Experience

- Sound senior experience working in a finance/Administration role, in NGOs in Sudan;
- Experience with accounting software especially SUN system
- Experience in supporting partners in capacity building;
- Experience in HR policies and procedures and administration systems.
- Experience setting-up and managing office systems.
- Excellent IT skills, including Microsoft Office (Outlook and Excel).
- Good planning and organisational skills and efficient work methods.

Skills

- Knowledge of SUN accounting system
- Fluency in spoken and written English and Arabic.
- A willingness to promote the work of Saferworld and develop collaborative work with others;
- Good interpersonal and team-working skills;
- Demonstrated commitment to principles of transparency, accountability, and honesty;

Personal qualities

- Commitment to and compliance with Saferworld's safeguarding principles
- A positive problem-solving approach;
- Ability to work in a diverse environment, sensitive to differences of ethnicity, religion and gender
- A commitment to working in a non-partisan manner

- A commitment to learn and be open to new ideas and approaches

Other requirements

- Ability to regularly travel in country as required to provide training and support to SW Staff and partners

Application process

To apply: Download and complete an application form at <http://www.saferworld.org.uk/jobs/jobs> and send to HR at jobs@saferworld.org.uk or to HAC Khartoum (Please clearly indicate Ref: Sudan Finance and Operations Manager).

Deadline for applications:

We only accept completed application forms. Please do not send your CV in place of an application form.