

VACANCY NOTICE

JOB TITLE	Finance Manager
LOCATION	Khartoum with frequent travel to the field
REPORTING TO	Country Director
OVERALL PURPOSE	The Finance Manager is expected to provide oversight over IAS/Sudan finances and ensure proper tracking and control of budgets and to continuously revise and streamline the financial procedures in order to make it more effective, efficient and transparent.
ORGANIZATION OVERVIEW	International Aid Services (IAS) is a Christian non-political and non-profitable international relief and development organization founded in 1989 with the purpose of assisting people in need. IAS in Sudan implements programmes in, Southern Kordofan, Western and Southern Darfur and Red Sea with particular focus on water and sanitation.

MAJOR OBJECTIVES

Financial

- Manage the day-to-day operations of the IAS Finance Office in Khartoum.
- Develop more effective and efficient cost accounting systems and financial policies including systems to:
 - o consolidate accounts and allocate shared costs to donors,
 - o improve the current Charts of Accounts
 - o track depreciation and the recording of fixed assets procurement,
 - o manage and procure stock/reserves,
 - o develop and manage risk assessment and product quality, and
 - o update the "Financial Manual" on a regular basis to codify these changes.
- Prepare internal and external financial reports on all IAS programmes.
- Supervise and prepare all internal and external audits.
- Train finance office members and field staff responsible for financial reports.
- Report to IAS senior management on a monthly basis concerning financial status.
- Carry out any other duties as requested by immediate supervisor

Staffing/ partnership

- Maintain excellent cooperation and coordination with IAS staff and partners, both local and international.
- Track partnership issues and coordinate as necessary key issues with other members of the senior management.
- Support the hiring and staff recruitment processes for the IAS Sudan Finance Office
- Provide performance coaching and evaluation for all staff under direct supervision.

Performance standards

- Good communication and work relationships are maintained within the office and with field offices and partners
- Internal and donor accountability is maintained. It will hinge on developing the systems identified and implementing them. The entire package of proposed changes will improve financial efficiency and effectiveness and certainly make the accounting processes more transparent for the benefit of the humanitarian aid recipients and the financial donors who support the interventions. All new policies and procedures should be documented quickly for the benefit of all staff members and external constituencies.

- Accurate financial reports are prepared and submitted on time.
- Auditor satisfaction is maintained.
- All staff with financial responsibility are trained and well equipped to carry out their functions.
- Ideas for continuous improvement of the IAS are presented to the senior management for follow-through.
- Flexibility to new challenging circumstances is maintained in line with IAS' mission statement which requires a servant's heart carried out through teamwork.

MINIMUM QUALIFICATIONS/ EXPERIENCE

- Bachelor degree in finance related field. Master's degree highly preferable.
- 5-10 years of relevant working experience with at least 2 years at senior management level. Auditing background highly preferable.
- Experience from working in an international setting with an INGO and/or UN or similar agency a strong plus.
- Experience in project cycle management, procurement, strategic planning and other organizational development skills a strong plus.
- Experience from Navision or similar accounting software highly preferable.
- Preferably experience with different international donors' requirement, particularly SIDA, DANIDA, EU and UN.

SKILLS/ATTRIBUTES

- Able to work under pressure and with diverse cultures;
- Self-starter and independent thinker;
- Flexible work style and with an interest in being part of a dynamic and evolving team;
- Strong interpersonal skills and team player with the ability to build relationships with staff and partners at all levels;
- Excellent communication skills;
- Committed to IAS core values as a Christian organization.

WORK CONDITIONS

Based in Khartoum. Approximately 20 per cent travel time within and outside Sudan.

IAS will offer a salary and benefit package which will be discussed with the successful candidate.

JOB COMMITMENT

Starting date April 1, 2011

Duration of commitment 2 years.

SUBMISSION OF APPLICATION

Closing date 1 March 2011

Address All applications should be submitted electronically to daniel.zetterlund@ias-intl.org with copy to beatrice.langa@ias-intl.org.

Please use reference code "Finance Manager – Sudan – Vacancy" in the subject line.

Other information Please provide the following when applying for this post:
1. Curriculum Vitae (CV) that contains details of your

	qualifications, experience, present position, current remuneration, contact details and names of three referees; 2. Passport or other relevant details. Only short-listed candidates will be contacted
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IAS IS A SMOKE AND DRUG FREE ENVIRONMENT