



FINANCE MANAGER JOB DESCRIPTION

Job Purpose

To lead the finance department of Emmanuel Christian College (ECC) and to ensure a sound, transparent, effective and efficient financial management system at ECC which provides timely, accurate and reliable financial information to the management team (MT) of ECC, the executive board (EB) and to donors and partners of ECC.

Primary Duties and Responsibilities

1. Enhance the clarity on the financial flows and financial data at ECC.
2. Support the improvement of the budget of ECC for 2016.
3. Lead the development of a financial strategy/ plan for 2016- 2017 with the MT, EB, the transition manager, and other key stakeholders.
4. Supervise and manage the team working in the financial department. Support the development of job descriptions and the recruitment process of possible new staff in the finance department.
5. Lead the improvement of the management of the financial flows, e.g. through new software, digitalization etc.
6. Developing financial management mechanisms that minimise financial risks.
7. Ensure timely and accurate financial reports to the MT and the transition manager in order to inform the MT. The financial reports include: monthly financial reports for ECC as an institute, and per key department/ project, quarterly reports, 6-monhts report, annual reports and budgets. These reports do not only present the figures, but also include an analysis of the data, namely a brief summary with key points and recommendations to the MT.
8. Develop procedures for the financial management of ECC and test if these are also applied, e.g. through internal audits.
9. Ensure a good overview of relevant contextual developments, such as: changes in laws, regulations, market prices, currency rates, staff costs, inflation etc. in order to advice the MT well on actual prices/ rates.
10. Develop a balance sheet of ECC also including the fixed assets.
11. Responsible for the cash flow within ECC, in line with international and national best practices as to cash flow management.
12. Assess at a minimum of once a year the financial health of ECC using key financial indicators.
13. Liaising with auditors to ensure annual monitoring is carried out.
14. Maintain a safe and clean work environment.
15. Share the vision of ECC, understand and follow ECC rules and regulations.
16. Perform all duties as assigned and required.

Line of authority

The finance manager reports to the Principal.

Education And Experience Requirements

- Ten years of experience in a similar position
- CPA or MBA preferred.
- Strong experience in financial analysis.
- Advanced Excel skills, ability to work with lookups and pivot tables.
- Proficiency in Microsoft Word, Outlook and PowerPoint.
- Advanced experience with financial software packages.
- Strong organizational, analytical and interpersonal skills.
- Strong verbal and written communication skills.



- Self-motivated to learn new concepts and participate in new projects.

The nature of the assignment requires a flexible personality, team player, excellent communicator, good verbal and written command of the English language, highly computer literate and a sense of humor. The person needs to be a Christian.

Duty station is Goli, about 1 hour drive from Yei. The selected candidate is expected to live there.

Recruitment process

The vacancy will be announced through different means in March 2016. Interested candidates are requested to send a motivation letter together with their CV and proofs of e.g. education followed by e-mail to:

principal@eccollegess.org with a copy to:

gjprinsecc@gmail.com

arkanjelo61@gmail.com

Hardcopies may also be presented to:

- The Principal in Goli, Caesar Drasi, in Goli; or
- Bishop Arkanjelo, African Inland Church, Juba

Selected candidates will be interviewed a.s.a.p. and the ambition is to have the selected candidate at work in April 2016.

For more information on ECC, please visit: <http://www.eccollegess.org/>

For more information/ questions, please contact:

Caesar Drasi, Principal of ECC

Telephone: +211 921380203

Email: principal@eccollegess.org