

# **SUDAN SOCIAL DEVELOPMENT ORGANIZATION**

## **Amin and Finance Officer Job Description**

### **Report to: Finance Manager/ Head of Office**

#### **Responsibilities;**

- o Implement financial systems and procedures according to the Financial Handbook and other SUDO policies at the office level
- o Prepare bank accounts and cashbox reconciliations
- o Verify that vouchers and supporting documents meet SUDO standards before payment
- o Ensure timely payment of staff salaries, contractors, suppliers, and other expenditures
- o Ensure sufficient cash in the bank and the cash boxes
- o Prepare monthly financial reports and send all relevant documents to country office
- o Ensure the filing of all financial documents according to SUDO standards
- o Train and develop financial staff
- o Support project staff in financial matters
- o Review coding of transactions and supporting documents to ensure their correctness as per the approved budget codes.
- o Ensure, in coordination with the relevant project staff, that project expenses are incurred consistently with grant agreements and budgets.
- o Monitor expenditures, planned costs, committed costs and identify cases of budget overspent and underspent to provide relevant information and advice to the budget holders for informed management decisions.
- o Ensure accurate maintenance of all files and transactions for grant requests, incomes, expenditures, accounting, etc.

- o Support Program Coordinators/Head of Offices in proposal writing, budget preparation and monitoring.
- o Prepare periodic budget monitoring reports.
- o Ensure that the Country Office/ Field Offices consistently meet all donors and SUDO rules and regulations about finance and procurement.
- o Ensure that adequate financial management routines and systems are in place.
- o Directly lead, manage and motivate the Finance Officers at Field Offices have clear work plan and objectives and receive regular supervision and reviews.
- o Verify the accuracy, validity, and legitimacy of all payments for completeness of financial documents (purchase requests, work orders, pro forma invoices), proper coding and approval by responsible managers before payments are made. Ensure SUDO creditors are paid promptly.
- o Ensure weekly and monthly cash counts are made together with an independent Senior Finance Officer. Work with Field Finance Officers to compile cash requests into a realistic cash forecast for review by Program Coordinator /Finance Officers and Finance Manager by the 5th of every month.
- o Prepare and send monthly Cash and Bank reconciliations to the Finance Manager Khartoum, after review by the Head of Office.
- o Supervise and coordinate the admin requirements of the field office (office maintenance, procurement process, daily supervision)
- o Any relevant additional tasks to be determined/initiated by the Financial Manager.