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## INTERNATIONAL MEDICAL CORPS

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### JOB VACANCY

Job Title:	Finance/Admin Officer
Country Program:	South Sudan
Location of Position:	Nzara
Position Reports to:	Site Manager
Position Opened for:	South Sudanese only
Desired Start Date:	ASAP
Closing Date for Applications:	Dec 23, 2015

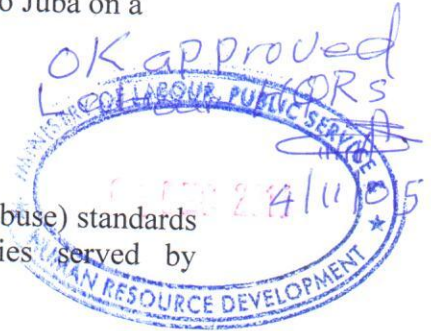
### Organizational Background

International Medical Corps is a global, humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs. Established in 1984 by volunteer doctors and nurses, International Medical Corps is a private, voluntary, nonpolitical, nonsectarian organization. Its mission is to improve the quality of life through health interventions and related activities that build local capacity in underserved communities worldwide. By offering training and health care to local populations and medical assistance to people at highest risk, and with the flexibility to respond rapidly to emergency situations, International Medical Corps rehabilitates devastated health care systems and helps bring them back to self-reliance.

### Essential Job duties / Scope of Work:

- Cash and bank management in consultation with the Finance Manager.
- To prepare and verify all payments and receipts including supporting documentation.
- To maintain and file bank and cash receipt documents.
- To do Daily Cash counts of Nzara office and file them.
- To prepare and send Daily Cash Reports to Juba that includes both cash and bank balances.
- Timely submission of the statutory deductions to relevant government bodies.
- To maintain and monitor the national staff advances register.
- To review the field accounting transactions and record them in DELTEK on a daily basis, including monthly cash reconciliation for Nzara field site.

- Preparation, monitoring and analysis of monthly reports and grants including input into DELTEK and calculation of average exchange rates for Nzara site, for review by the Finance Manager.
- Reconciliation of various records, investigating unusual items and bringing these to the prompt attention of the Finance Manager.
- To file all finance and human resource documents and send them to Juba on a monthly basis.
- Assist with audits of Nzara site and functions as needed.
- Actively prevent sexual exploitation and abuse
- Other relevant duties as assigned by the supervisor.
- Actively Promote PSEA (Prevention of Sexual Exploitation and Abuse) standards within International Medical Corps and amongst beneficiaries served by International Medical Corps



**Qualifications:**

- Degree from an accredited college or university with a concentration in accounting, finance or business administration and three years of professional experience.
- 1-2 years experience in a busy Finance department preferably INGO
- Experience in computerised accounting software
- Extensive experience in excel
- Excellent communication skills

**If you meet the above mentioned requirements, please submit a Cover letter indicating daytime contact numbers, Nonrefundable copies of Updated CV, South Sudanese Nationality ID Card or Passport, Birth Certificate, Academics Certificates, addressing to Human Resource Department IMC. If you are submitting your application through email, please submit to [jmuraa@InternationalMedicalCorps.org](mailto:jmuraa@InternationalMedicalCorps.org) .Hand delivered applications should be submitted to the IMC Head Office at Plot No. 147 and 148, Block 3K South, Tongping Area, Next to China Juba People's Hospital along Bilfam-Muniki Road, Juba, Central Equatoria State, South Sudan. Closing date for all applications is Dec 23, 2015.**

**We appreciate your Applications, however, Only Shortlisted Candidates will be contacted for interviews.**

