

POSITION DESCRIPTION

Finance Officer

Reports To: Director of Finance

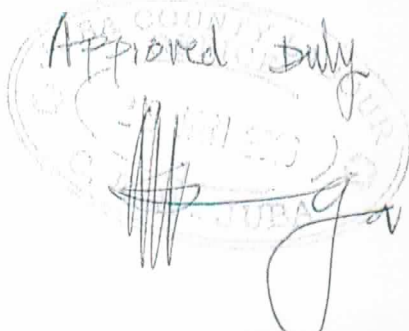
Job Summary:

This position is responsible to support UNDP/GF-funded HIV/AIDS and TB project. The Finance Officer will work to support the UNDP/GF project teams in ensuring smooth management of financial operations. This position reports to the Director of Finance in IMA World Health (IMA) in Southern Sudan.

The Finance Officer will display an impeccable professional standard of finance ethics as well as the willingness and ability to enforce compliance with IMA World Health and donor policies and procedures. The Finance Officer will have demonstrated the ability to multi-task, meet deadlines and process information in support of changing program activities. The ability to interact effectively with international and national personnel is required. An ability to support programmatic objectives with timely and meaningful financial information is essential as is maintaining the highest levels of confidentiality.

Essential Functions:

1. Assist the program teams for Southern Sudan office cash banking and collection. This will include check writing, checklist and receipt of corporate funds and issuance of receipts.
2. Assist in the sustainable formulation of fiscal standards and goals that include enforcement of fiscal policies, as well as maintain accurate and timely records, including reports for the analysis of the organization's fiscal condition.
3. Process all payments and receipts by maintaining cashbooks, ledgers and journal vouchers.
4. Contribute to the development and maintenance of financial and administrative systems and processes.
5. Assist with the monthly bank reconciliations to the IMA Financial Analyst for Southern Sudan for review no later than the 5th day of the following month.
6. Analyze current and future budget allocations and/or expenses to implement the most sustainable financial system application and be able to summarize and forecast the Country Office's financial position.
7. Review petty cash requests and submit to Director of Finance for approval.
8. Keep safe and confidential custody of all financial records and assets of the organization in accordance with IMA World Health statutory requirements and policies.

Approved July
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9. Provide assistance for Country Office staff, sub-grantees and other partners on finance and compliance issues as outlined by donors and GoSS and ensure its maximum adherence.
10. Provide immediate and accurate response to the IMA World Health headquarters staff regarding financial and accounting issues to any queries, workings and submissions.

Additional Responsibilities:

1. Performs related work as assigned.
2. Some travel may be required.

Qualifications (Required):

1. Minimum of Associates degree in Accounting or related field.
2. Minimum of five years experience in accounting.
3. Three to five years or more experience working and/or living in a developing country.
4. Ability to work with large amounts of financial and accounting data, analyzing and interpreting that data.
5. Excellent verbal and written communication skills.
6. High degree of organizational and reporting ability with attention to detail and deadlines.
7. Ability to work effectively and independently in a cross-cultural environment with diverse personalities and working styles.
8. Skill in establishing and maintaining effective working relationships.
9. Previous experience with International NGOs and donors' policies.
10. Strong interpersonal skills that demonstrate a proven record of being an effective part of a team-oriented staff.
11. Appreciation for and willingness to commit to the corporate mission of IMA as a service arm for relief and development agencies linked to U.S. Protestant denominations and overseas faith-based partner agencies.

Qualifications (Preferred):

1. Professional Maturity – Maintains a positive outlook, motivates self and team to work constructively under pressure. Responds resourcefully when challenges arise and accepts responsibility for actions, learning and change. Arrives at work and appointments on time.
2. Analytical Thinking – Builds a logical approach to address problems or opportunities; manages the situation at hand by drawing on own knowledge and experience base and calling on other references and resources as necessary. Approaches analysis with an unbiased, impartial view.

3. Oral and Written Communication – Clearly and effectively expresses ideas, thoughts and concepts verbally and in written or graphic form, using correct and appropriate grammar, organization and structure, and effective presentation media and techniques. Uses appropriate media and approach to present ideas formally to individuals or groups with required impact.

Living Conditions:

The position is based in Juba, Southern Sudan with frequent travel to other areas of operation in Southern Sudan. Living conditions in Southern Sudan are basic.

Application Procedure:

Interested candidates should apply to HR Manager, Patrick Lumomba at IMA head Office in Juba by sending their letter of interest and CV to: patricklumomba@imaworldhealth.org with copies to: piyasmith@imaworldhealth.org by 17:00 hrs Juba Time before or on Tuesday, February 14, 2016, by 5pm Juba time.

This position is open to South Sudanese Nationals. Only shortlisted candidates will be contacted.

Approved duly
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February 1, 2016