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| Country | South Sudan |
| Job Title | Finance Officer |
| Location | Juba with possibility to travel to Field Offices |
| Unit | Finance Unit |
| Reports To | Executive Director |
| Posting Date: | 24 April 2017 |
| Closing Date: | 15 May 2017 |

BACKGROUND

IHO a national NGO Undertaking both humanitarian and development programmes in South Sudan. IHO South Sudan is operating in Jubek, Imatong and Jonglei states. IHO South Sudan is implementing projects in three main programming areas: Health, Nutrition and water, sanitation and hygiene (WASH).

1. JOB SUMMARY – PURPOSE

The job is responsible for providing effective leadership in financial management and audit services in accordance with procurement policy and procedures, Grant Management and Human Resources services in respect of the IHO programmes.

RESPONSIBILITIES

Accounting/ Finance

- Ensures compliance and consistency with IHO policies and procedures as well as compliance with the terms and conditions of any donor agreements governing the work in the office.
- Records and accounts for daily transactions, ensuring accuracy and completeness of required files and supporting documentation serving as evidence of transactions.
- Ensures sound of cash management of local bank accounts and maintains petty cash fund.
- Processes cash disbursement in accordance with finance management policies and established approval levels.
- Processes payroll, remits tax and other government contributions.
- Responsible for full accounts payable function from procurement through payment of voices.
- Process employee expense reimbursements.
- Ensures timely payment to all IHO payees and maintains sufficient and complete payee files.
- Prepares monthly financial reports for IHO and internal management reports for IHO the projects containing budget to actual expenditure information.

- Performs months- end closing and year- end duties such as reconciliations in inventory lists, etc.
- Responsible for procurement activities in accordance with IHO procurement policy.
- Prepares and submits reports and filings in compliance with IHO finance policy.
- Provide assistance to program staff in office and project budget preparation.

Requirements and Qualification

- A Degree in Finance, Business Management or related.
- Experience with Quick books is a perquisite
- 2 years' experience with International or National organization in a finance position
- Ability to lead, plan and organize.
- Good English communication skills (oral and written).
- Good (local) Arabic communication skills (oral).
- Outgoing personality with excellent communication skills.
- Good team player, flexible and capable of working with a multinational country team.

Interested applicants please drop your CV and Application at Email: jobs@ihonet.org cc to ihosouthsudan@gmail.com

Note: Females are encouraged to apply