



IMA World Health



ADVERTISEMENT

Post Title: Finance Assistant
Number of Vacancies: 01 (one)
Duty Station: Juba

Contract length: 6 Months renewable
Reports to: Finance Officer

Organizational background

IMA World Health is seeking to recruit finance assistant based in Juba. S/he will ensure the successful operation of the RRHP II Project and other projects. Provide support to other finance team in Juba Office.

In order to ensure smooth management of financial operations for IMA World Health, the Finance assistance will have the following key responsibilities:

- Assist in preparation and vouching of transactions & supporting documentations.
- To assist in preparation of vouchers, record transactions, get approval and maintain filing system.
- Assist in processing of payments to suppliers and staff advances
- Ensure all transactions are adequately supported
- Ensure that all vouchers are Stamped
- Provide support on banking related activities
- Maintenance of the financial filing system
- Ensure all finance vouchers are in order as per the voucher/cheque numbers
- Scanning of documents whenever required
- Assist in pulling out of documents for HQ and audits whenever required
- Any other duty assigned by the supervisor

QUALIFICATIONS:

- Diploma in finance/accounting or related field, advanced degree preferred;

EXPERIENCE AND SKILLS:

- Minimum 1-3 years working experience of relevant professional experience in finance/accounting.



- Strong understanding of financial regulation
- Strong interpersonal and communication skills
- Ability to work as part of a team and demonstrate flexibility, motivation and maturity.
- Ability to work in a stressful and changing environment with limited resources
- Willingness to live and work with basic amenities
- Able to recognize and respect confidential matters
- Fluent written and spoken English and Arabic. Knowledge of local language will be added advantages.

Desirable:

- Previous experience within a humanitarian aid organization is a plus

Contact

Interested candidates who meet the above conditions should forward their CV and covering letter (which should include the contact details for at least two professional references from previous employers to: The Human Resource Office IMA or e-mail jubahr@imaworldhealth.org, or hand delivered to the IMA Juba Office, Numira-Talata, opposite Basketball stadium. Deadline for submission is **Friday 7th July 2017 by 5pm Juba time.**

NB: Applications received later than the deadline will not be short-listed. Only short listed candidates will be contacted. Due to the urgency of this vacancy announcement IMA reserves the right to fill this position prior to the closing date

IMA World Health is an equal opportunity and affirmative action employer.

Open to South Sudanese nationals only