



# ICAP

Global. Health. Action.  
COLUMBIA UNIVERSITY  
Mailman School of Public Health

SO. H. 3



## POSITION DESCRIPTION

**JOB TITLE: Finance and Administrative Officer (1 Position)**

**INSTITUTION:** Columbia University Mailman School of Public Health – ICAP

**LOCATION:** Juba, South Sudan

**DIRECT REPORT:** Finance and Administration Director, South Sudan

## ICAP IN SOUTH SUDAN

ICAP at Columbia University is an international NGO funded by PEPFAR through CDC. ICAP in South Sudan has partnered with the Ministry of Health-RSS to increase uptake and improve quality of HIV prevention, care and treatment services through technical assistance and capacity building.

## OVERALL JOB FUNCTION:

Under the direction of the Finance and Administration Director, the Finance and Administrative Officer will be responsible for maintaining sound financial systems and controls to ensure effective implementation of programs under the portfolio of ICAP South Sudan. This position will produce timely reports, including variance and budget monitoring reports, to assist management in assessing financial performance of grants. The Finance & Administrative Officer will also promote adherence to ICAP Standard Operating Procedures, donors' rules and regulations, as well as South Sudan law. In addition, the incumbent will provide daily administrative support in functions including office management, logistics, procurement, and coordination of trainings, meetings and workshops.

## DUTIES AND RESPONSIBILITIES:

1. Ensure that proper internal control procedures are maintained for day-to-day financial activities within respective grants.
2. Ensure that staff salaries, benefits and other mandatory payments are accurately processed as per source documentation.
3. Maintain the office petty cash funds and ensure disbursements are made in accordance with ICAP policies and procedures.
4. Responsible for subsidiary ledgers: cash disbursements, cash receipts, accounts payable, payroll summaries, accounts receivables summaries and journal entries for adjustments to ledger sheets.



6. Based on ICAP Chart of Accounts, classify financial transactions by sub codes, project activity, and other sub-analysis codes.
7. Prepare monthly reports that include accounts payable reconciliation, accounts receivable reconciliation, cash flow reports and balance sheet audits.
8. Analyze and interpret financial data and prepare financial reports, statements, and/or, projections.
9. Assist in development and coordination of annual budgeting processes as well as applications for new funding.
10. Assist with internal and external audits for the country office.
11. Develop and maintain a filing system to ensure efficient storage and access to departmental information according to sound administrative practices.
12. Solicit quotations for purchasing of office equipment, materials and supplies and printing as per ICAP Standard Operating Procedures.
13. Update databases, organize files and records, draft and proof correspondence, reports, presentations and other documents.
14. Maintain and update property log.
15. Ensure that sufficient office supplies are available for staff.
16. Coordinate logistics for staff trainings, meetings and workshops.
17. Coordinate travel arrangements for staff and manage traveler paperwork.
18. Undertake other related tasks as required.

#### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree or equivalent in Accounting, Management or related field.
- Minimum 3 years relevant experience in finance administration or accounting.
- Experience working in limited-resource settings, preferably in Africa or South Sudan.
- Prior work experience with International NGOs.
- Fluency in spoken and written English.
- Excellent communications and organizational skills.
- Proficient IT skills: QuickBooks, Microsoft Excel, Word, PowerPoint, Access.

#### **How to apply:**

Please forward your resume or CV to [icap-jobs-southsudan@columbia.edu](mailto:icap-jobs-southsudan@columbia.edu) Please indicate you are applying for the "Finance and Administrative Officer" position in the subject line of your email. Or you can deliver your application and CV to ICAP office located next to **American Resident** or **Non-violence** office in Kololo

Deadline: 12 August 2017

**NB: Only those who are shortlisted will be contacted**



Columbia University is an equal opportunity and affirmative action employer. It does not discriminate against employees or applicants for employment on the basis of race, color, sex, gender, religion, creed, national and ethnic origin, age, and citizenship, status as a perceived or actual victim of domestic violence, disability, marital status, sexual orientation, status as a Vietnam era or disabled veteran, or any other legally protected status.

*[Handwritten signature]*  
13/7/2017  
13 JUL 2017  
★

