



ADVERTISEMENT

Post Title: Finance Officer
Number of Vacancies: 01 (One)
Duty Station: Juba, Jubek State.

Contract length: 6 Months – Short Term
Reports to: Acting Finance Manager

Organizational background

Interchurch Medical Assistance, Inc. (d/b/a IMA World Health) is a nonprofit organization dedicated to implementing health care programs in developing countries. Highly motivated and dedicated employees, committed to the mission, vision, goals and objectives of IMA World Health (IMA), make the accomplishment of its mission possible. Accordingly, IMA recognizes that its employees are responsible for its accomplishments and provide the foundation for continued future service to those in need. IMA is a donor-funded organization; therefore, terms and conditions of employment are subject to available project/program funding. An awareness of IMA's purpose and goals will enable employees to benefit from their employment, share a common purpose, and more effectively meet their work responsibilities.

POSITION DESCRIPTION

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

KEY RESPONSIBILITIES:

- Work in close collaboration with the Acting Finance Director on financial management issues.
- Ensure appropriate financial procedures are followed and documents are prepared, authorized, and filed for all transactions.
- Support the Kala Azar/UNFPA team on Monthly financial report by preparing Budget to Actual and projections on Monthly bases
- Review liquidations, critical scrutiny of supporting documents and correctly code expenses.
- Enter and maintain current and accurate accounting data in MIP database on a daily basis.
- Oversee liquidations, generate JVs in IMA MIP database after approval to liquidate advances for IMA project expenses on weekly basis
- Perform advance account reconciliations.
- Manage project advances and its disbursement ensuring that only valid and approved payments are made
- Ensure compliance with procurement procedures and make payments to suppliers in compliance with donor and IMA's procedures and policies.
- Participate in Month-End Closure and Donors financial report as per Donor reporting schedule.
- Monitor, liquidate and keep track of staff advance accounts and making follow-ups on outstanding amount on Monthly basis. Prepare ageing reports for outstanding advances at the end of every month.
- Extract Trial balance to check on the Staff advances accounts and prepare detailed ledger for each Staff to see the un liquidated balance



- Support the Finance officer/cashier in Performing weekly cash count and monthly bank reconciliation
- Preparing Monthly Kala Azar/UNFPA BTA projection and expenditures report and sharing with programme staff.
- Support Donor Audits of IMA World Health In-Country and do pre-audit to ensure that the vouchers are fully authorized and stamped paid/received
- Maintaining up to date filing of financial documents (sound filing of vouchers system existing) in compliance with the requirements for supporting documentation, in line with IMA's financial policies and procedures.
- Closely monitor activity advances i.e. incentives, rehabilitation of facilities, operations, and transport
- Closely monitor Kala Azar/UNFPA personnel advances i.e. travel advances and operations advances
- Report aging advances to Finance Manager, Finance Director, Program Manager and Chief of Party
- Monitor Kala Azar/UNFPA Trial Balance
- Any other duties as assigned

Qualifications/Experience/Skills

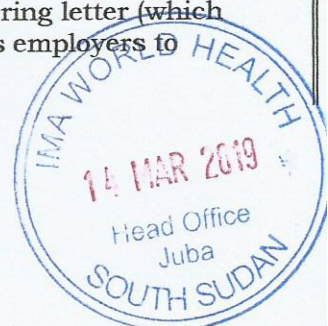
- Bachelor's Degree or diploma in finance or related field
- Two – three years finance experience, in international organizations preferred
- Experienced in financial management, budgeting, financial reporting, and procurement processes
- Accounting and bookkeeping skills
- Ability to do reconciliation of cash, bank and budget vs expenditure.
- Experience in donor reporting
- Ability to reconcile staff and program advances
- Ability to excel in a culturally diverse team with integrity
- Ability to interact effectively with international and national personnel
- Proficiency in oral and written English
- Proficiency in MS Word, Excel and Outlook
- Knowledge of MIP Software or any accounting software

Qualifications (Preferred):

- Previous experience working with humanitarian organizations
- Demonstrate ability to work in fast paced detailed oriented environment with minimal supervision
- Professionalism – Maintains a positive outlook, motivates self and team to work constructively under pressure. Responds resourcefully when challenges arise; accepts responsibility for actions and learning. Arrives at work and appointments on time.
- Analytical Thinking – Builds a logical approach to address problems or opportunities; manages situations by drawing on own knowledge and experience base and calling on other references and resources as necessary
- 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.
- Decision-Maker – Demonstrates excellent interpersonal skills. Capable of directing and managing change, inspiring teamwork and high performing teams.

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 through e-mail jubahr@imaworldhealth.org, or hand delivered to the IMA Juba Office, located at Nimra Talata, opposite Basket Ball Stadium and next to Ministry of Mining. Deadline for submission is **Wednesday April 3, 2019 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

