



INTERNAL/EXTERNAL ADVERTISEMENT

Post Title: Finance Officer
Number of Vacancies: 01(One)
Duty Station: Juba

Contract length: 6 Months renewable
Reports to: Finance Manager

Organizational background

IMA World Health is seeking to recruit finance officer 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 Officer will have the following key responsibilities:

- Work in close collaboration with the Principal Respondent and the Director of Finance on financial management issues.
- Ensure appropriate financial procedures are followed and documents are prepared, authorized, and filed for all transactions.
- 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.
- Campion liquidations, generate JVs in IMA MIP database after approval to liquidate advances for IMA project expenses on monthly basis and perform advance account reconciliations.
- Creating Pay roll Journal and entering them in MIP.
- Manage project advances and its disbursement ensuring that only valid and approved payments are made out.
- Train staff on prudent financial management principles, administrative procedures and donor regulations
- 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
- Train/Orient new finance staff on how to use MIP and IMAs finance documentations and coding
- Perform weekly cash count and monthly bank reconciliation and provide copies of bank statements with reconciliation to Director of Finance.



- Preparing Monthly projects expenditures report and sharing with programme staff.
- Compliance with statutory requirements like filling of returns e.g. Personal Income Tax (PIT) and rental tax.
- Support Donor Audits of IMA World Health In-Country and do pre-audit to ensure that the voucher are fully authorized and stamped paid/received
- Maintain 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.
- Any other duties as assigned

QUALIFICATIONS:

- Bachelor's Degree in finance/accounting or related field, advanced degree preferred;
- Professional certification (CPA, ACCA, CA, etc) and membership to a reputable accounting body is required.
- Minimum of 2-3 years progressive work experience in finance, particularly those funded by the World Bank and other foreign governments or multilateral institutions.
- Strong leadership, diplomatic, analytical and organizational skills; demonstrated ability to work both independently and within a team, assess priorities, and manage multiple activities with attention to detail, meeting tight deadlines under pressure
- Experience in building capacity of local organizations to adhere to World Bank requirements and regulations is preferred
- Previous work experience in a non-profit organization, particularly in international settings, highly desirable
- Excellent communication skills including written and oral communication and the ability to present to groups of all sizes
- Solid diplomatic skills, including the ability to effectively manage a variety of internal and external relationships, especially relationships with finance regulations
- Ability to be flexible and work well under pressure in a fast-paced team environment
- Solid Computer skills-facility with MS Word, Excel, and e-mail/internet software; knowledge of fund accounting software (MIP desirable)
- Self-starter with ability to work independently and part of a team

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 **Tuesday 25th 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

