



ADVERTISEMENT

Post Title: Finance Officer/Cashier
Number of Vacancies: 01 (One)
Duty Station: Juba, South Sudan

Contract length: 3 Months renewable (STC)
Reports to: Finance Director

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 Finance Director and Finance Manager on financial management issues.
- Ensure appropriate financial procedures are followed and documents are prepared, authorized, and filed for all transactions.
- Ensure payments are done timely and in accordance with donor and IMA policies
- Enter and maintain current and accurate accounting data in MIP database on a daily basis.
- Manage project advances and its disbursement ensuring that only valid and approved payments are made out
- 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
- 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
- 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.
- Ensure all documents are stamped paid and received
- Review & reconcile physical cash to the cash tracking sheet daily, and to the cash book weekly
- Maintain petty cash, ensuring all expenses are appropriately authorized with accurate documentation
- Issuing and tracking field cash advances and ensuring they are cleared on a regular basis
- Assist in facilitating any internal / external audits if applicable
- Any other duties as designated by Finance Director or Senior Finance Officer



Qualifications/Experience/Skills

- Bachelor's Degree or diploma in finance or related field
- Two – three years finance experience, in international organizations (NGO) preferred
- Experienced in financial management, budgeting, financial reporting, and procurement processes
- Accounting and bookkeeping skills
- Strong leadership, diplomatic analytical and organisation skills: demonstrate ability to work both independently and within the team, assess priorities and manage multiple activities with attention to details and accuracy, meeting tight deadlines under pressure'
- Ability to excel in a culturally diverse team with integrity
- Ability to interact effectively with international and national personnel
- Proficiency in communication i.e. both oral and written English
- Knowledge of accounting Software preferable MIP
- Solid computer skills: in MS Word, Excel and Outlook

Qualifications (Preferred):

1. 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.
2. 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
3. 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.
4. Decision-Maker – Demonstrates excellent interpersonal skills. Capable of directing and managing change, inspiring teamwork and high performing teams.

Strategic Planning and Integration – Demonstrates the knowledge and capacity to foster development of a common vision. Identifies a path to meet strategic goals by developing

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, Nimira-Talata, opposite Basketball stadium. Deadline for submission is **Tuesday March 26, 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

