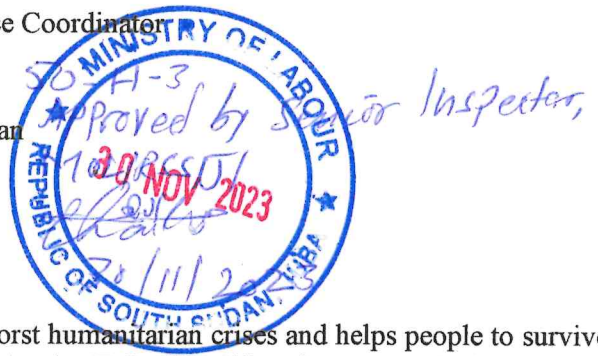




Vacancy Announcement

Job Title: Assistant Finance Coordinator
Band / Level / Grade: 6B
Department: Finance
Location: Juba, South Sudan
Overtime Eligible: Exempt
(per local law)



Background

The International Rescue Committee (IRC) responds to the world's worst humanitarian crises and helps people to survive and rebuild their lives. Founded in 1933 at the request of Albert Einstein, the IRC offers lifesaving care and life-changing assistance to refugees forced to flee from war or disaster. At work today in over 70 countries and 22 U.S. cities, we restore safety, dignity and hope to millions who are uprooted and struggling to endure. The IRC leads the way from harm to home.

IRC has operated in South Sudan for over 30 years now delivering humanitarian relief, post-conflict assistance, and development programs in both refugees, internally displaced and host community settings. IRC operates in 9 field offices including in Juba with program portfolio covering health, nutrition, child protection, economic recovery and development (ERD)/livelihoods, women's protection and empowerment and general protection. IRC continues to provide life-saving assistance and humanitarian aid to vulnerable South Sudanese, trying to rebuild their lives and restore peace. The IRC's new strategy in South Sudan will prioritize improving health, safety, and economic well-being, targeting women, children, and other vulnerable groups. Together, we aim to provide the best possible impact for some of the most vulnerable children, women, and men. In all that we do, IRC strives to deliver through IRC's core values of Integrity, Accountability, Service and Equality.

JOB OVERVIEW:

Assistant Finance Coordinator will provide managerial and technical support to Deputy Finance Director in the areas of country office finance functions; accounting, internal control and reporting, Budget function (proposal/grant budget, operating budget, cash budget and monitoring budget vs actuals) and Treasury functions (cash management, banking, and foreign currency management).

He/she is responsible for supporting the finance functions of the South Sudan country program to ensure timely and accurate grant and operating budget preparation, treasury management, audits, financial donor reporting specified by the IRC and donors and overall grant management.

OVERALL RESPONSIBILITIES

1) ERP Processing

- Monitoring account Payable/ Receivables and analyzing per vendors and time aging,
- Control over and/or entry of changes to the Chart of Accounts, Analysis Codes and Exchange Rates
- Performing or supervising the posting of entries ensuring proper controls are enforced and appropriate systems in place to maintain all required supporting documentation.
- Production of required monthly and ad hoc reports.
- Developing expertise to control the system, develop new reports and be able to train staff in processing of data.
- Ensuring budgets are loaded on a timely basis.
- Ensuring a backup and retention procedure is in place and followed for all ERP master files.

2) Donor Reports

- Reviewing Power Bi reports for restricted and unrestricted grants.
- Preparation of draft donor reports for review by the Finance Coordinator.
- Analysis of actual to budget results to identify problems in accounting or compliance.
- Identification of procedural or training issues to be addressed to improve the quality of report data.
- Preparation of the creation of detail level budgets in IRC ERP format to ensure required donor reports can be produced from the ERP system.

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3) Field Office Training & Support

- Acting as the primary liaison for the field office finance staff for policy or procedure questions
- By frequent visits to the field offices providing training to finance staff on IRC accounting procedures and requirements, assists the Field Coordinators and program staff in finance related issues and activities.
- Review of financial data submitted by the field to identify weaknesses or problems being encountered by field finance staff and recommend corrective action.
- In conjunction with the Finance Coordinator developing or revising policy and procedures and assists in the implementation.

4) Balance Sheet Accounts

- Supervising or performing all balance sheet account reconciliations on a timely basis
- Ensuring differences or discrepancies are brought to the attention of the Finance Coordinator and that appropriate action is taken.
- Stick with standard reconciliation's and/or procedures underlying accounting, control, or processing of transactions to minimize errors or omissions.
- Assisting in the development and preparation of Shared Program Cost allocation processes and methodology for overarching costs that comply with donor regulations on allowable costs
- Preparation of the monthly timesheet planning worksheet and sending it to all country office supervisors.
- Supporting when required together with program staff in preparing and/or revising grant budgets to support new proposals or realignments to ensure adequate coverage of country operating costs and headquarters costs.
- Review the online Budget versus Actual reports monthly with grant team to ensure maximum utilization of budgeted amounts and to provide recommendations for realignments as required.
- Preparation of monthly field expense reports and sending them to the Field Coordinators in a timely manner.

Audits and record keeping

- Ensure audit planning and execution will be done on time.
- Work on repose of audit observation and findings
- Participate on grant/contract documents verifications
- Keep all updated finance and budget related records and upload on the server for access to the team.

Staff Management:

- Supervision of staff based in the Juba office and field offices.
- Establish annual performance objectives for direct reports.
- Ensure Direct Reports establish timely annual performance objectives for their staff.

Other duties/responsibilities:

- Ensure the completeness of the grants financial documentation of the centralized grant filing system.
- Assist the Finance Coordinator with internal and external audits when required.
- Perform other duties, as appropriate or requested by Deputy Finance Director.

Key Working Relationships:

Position Reports to: Finance Coordinator Accounting

Position directly supervises: Finance manager.

Requirements:

- Bachelor's degree in accounting, Business Administration, Commerce or Finance with a recognized professional certificate in accounting (CPA or equivalent certification would be preferred).
- Minimum of three (3) years of accounting experience and one (1) year direct supervisory experience.
- Experienced with various PC and financial related software Microsoft dynamic preferred.
- Must be able to function comfortably in a complex work environment.
- Able to communicate effectively (written and verbal) in English with all staff.
- Comfortable making decisions.
- Strong supervisory, time management and interpersonal skills.
- Possess leadership qualities and willing to exercise initiative.
- Willingness to participate and contribute as a team member, under challenging working and living conditions.
- Able to work well in a team and to undertake assigned tasks independently.

The IRC Core Values and Commitments:

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Standards of Professional Conduct: The IRC and IRC workers must adhere to the values and principles outlined in IRC Way Standards for Professional Conduct. These are Integrity, Service, Accountability and Equality. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation.

Safeguarding policy: The IRC has a zero-tolerance policy for safeguarding violations by staff, incentive workers, visitors, sub-grantees, suppliers/sub-contractors, and implementing partners. Safeguarding at the IRC is an integral to the organizational values and ethics, and staff and associates are expected to take all reasonable steps to prevent the sexual exploitation, abuse, and harassment of any person linked to the program by both its employees and any downstream partner. The successful candidate will be subject to a thorough background check and satisfactory references.

Narrowing the Gender Gap: The International Rescue Committee is committed to narrowing the gender gap in leadership positions. We offer benefits that provide an enabling environment for women to participate in our workforce including a flexible hour (when possible), maternity leave, transportation support, and gender-sensitive security protocols.

Equal Opportunity Employer: IRC is an Equal Opportunity Employer. IRC considers all applicants because of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status, disability, or any other characteristic protected by applicable laws.

How to apply:

Interested applicants should submit a **CV with 3 references** and a copy of their **national ID** to Human Resources Juba IRC Country Head Office-Located in Goshen House 2nd floor or you can e-mail applications to SS-HR@Rescue.org not later than **20th December 2023 @ 4:30pm.**

NOTE: Only shortlisted candidates will be contacted and attach photocopies only while original will be asked at the interview panel and all the photocopies will remain the property of IRC.

CLEARLY LABEL YOUR APPLICATION, ASSISTANT FINANCE COORDINATOR

“WOMEN, MINORTITIES AND PEOPLE LIVINING WITH DISABILITIES ARE ENCOURAGED TO APPLY”.

