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Approved by Senior Inspector,
MOL/RS/IT
Chatter
16/09/2022



INTERNATIONAL MEDICAL CORPS
Headquarters: 1919 Santa Monica Blvd., Suite 400, Santa Monica, CA 90404

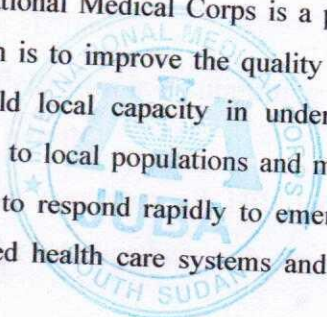
JOB VACANCY ADVERTISEMENT

International Medical Corps never asks job applicants for a fee, payment, or other monetary transaction. If you are asked for money in connection with this recruitment, please report to International Medical Corps at the website provided at the end of this document

Job Title:	Finance Assistant/Cashier
Country Program:	South Sudan
Location of Position:	Juba
Position Opened for:	South Sudanese only (Internal/External)
Report To	Finance Officer
Desired Start Date:	ASAP
Advertised date	16/September/2022
Closing Date for Applications:	05/October/2022

Organizational Background

International Medical Corps is a global, humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs. Established in 1984 by volunteer doctors and nurses, International Medical Corps is a private, voluntary, nonpolitical, nonsectarian organization. Its mission is to improve the quality of life through health interventions and related activities that build local capacity in underserved communities worldwide. By offering training and health care to local populations and medical assistance to people at highest risk, and with the flexibility to respond rapidly to emergency situations, International Medical Corps rehabilitates devastated health care systems and helps bring them back to self-reliance.





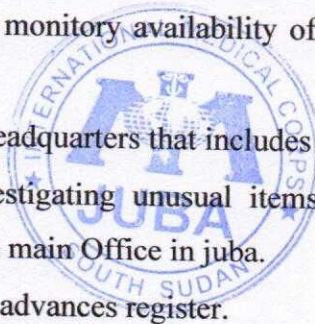
Summary of Job Description

- Under general supervision of Finance Officer, effectively assist on Finance - related issues; responsible for (Prepare and send Daily Cash Reports to Headquarters that includes cash balances.
- Reconciliation OF Various records, investigating unusual items and bringing these to the prompt attention of the finance main Office in Juba.

Essential Job duties / Scope of Work: -

Among others; the job holder will.

- Following up with the field site and ensuring that all the files are received from the various field sites in South Sudan.
- Making sure that the vouchers are correctly coded as per the reviewed Cash Transaction Journal.
- Scanning of all the vouchers received from the field sites and submitting them to the Headquarters before the end of the following month.
- Following up with HR department and making sure that all HR documents (contracts, Timesheets, COS) are provided and sent together with the finance report.
- Providing vouchers when needed especially during Audit and helping with both external and internal audits.
- Helping the senior finance officers with the Test of Transactions.
- Perform financial work including interpretation and processing of entitlements and payments, maintenance of financial records and files, following International Medical Corps procedures and protocol.
- Prepare and verify all payments and receipts including supporting documentation.
- Process and analyze project transactions, monitor availability of funds in bank accounts and cash.
- Prepare and send Daily Cash Reports to Headquarters that includes cash balances.
- Reconciliation OF Various records, investigating unusual items and bringing these to the prompt attention of the finance main Office in Juba.
- To maintain and monitor the national staff advances register.



- Preparation, monitoring and analysis of monthly reports and grants including input into Cost point and calculation of average exchange rates for all sites for review by the finance manager.
- Going for fields visits and cover up any staff of IMC South Sudan.
- Other relevant duties by the supervisor.



Prevention of Sexual Exploitation and Abuse

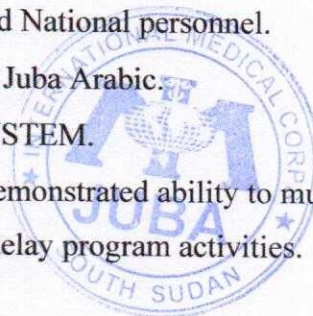
- Actively promote PSEA (Prevention of Sexual Exploitation and Abuse) standards within IMC and amongst, vendors-suppliers and beneficiaries served by IMC.

Compliance & Ethics: Promotes and encourages a culture of compliance and ethics throughout International Medical Corps. As applicable to the position, maintains a clear understanding of International Medical Corps' and donor compliance and ethics standards and adheres to those standards. Conducts work with the highest level of integrity.

Ethical conduct for IMC staffs: The International Medical Corps maintains a code of standards of conduct that shall govern the performances of its employees engaged in the award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported/ by donor funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or about to employ any of the parties indicated above, has a financial or other interest in the firm selected for an award. IMC officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreement. These standards shall provide for disciplinary actions to be applied for violations of such standards by IMC officers, employees, or agents.

Personnel Qualifications (special training/experience required) provide 6-7 requirements

- At least A Diploma and bachelor's in accounting and/or Business Administration
- Ability to interact effectively with International and National personnel.
- Excellent oral and written English skills as well as Juba Arabic.
- Having knowledge of COST POINT/DELTEK SYSTEM.
- High computer skills on MS Office programs. A demonstrated ability to multi-task and process information into action as to not delay program activities.



- 3-5 years of equivalent experience in large scale doing similar finance operation especially working with INGO, UN Agencies and/or Government Institutions; Strong organizational skills and discipline to follow outlined procedures
- A clear understanding and appreciation of work ethics and donor compliance is essential. Willingness to travel throughout the project areas in all IMC areas of operation within South Sudan is required.



HOW TO APPLY

Interested candidate (**South Sudanese Nationals**) who meets the above criteria, should submit their Application (cover letter) indicating daytime, contact numbers, copies of Updated CV with at least three referees, their telephone and email contacts, South Sudanese Nationality ID Card or Passport, Birth Certificate, Academics Certificates, (**Documents are not returnable once submitted**) addressing to Human Resource Department IMC. If you are submitting your application through email, please submit to SS-Recruiting@internationalmedicalcorps.org. Hand delivered applications should be submitted to Juba Head Office Plot # 1. Block C West, 3rd Class, Nimra Talata, Near Basketball Stadium, Juba Town, Central Equatoria

Note: Clearly indicate the position you are applying for on the back of your Envelop OR on subject line of your e-mail.

Closing date for receiving application:
05/October/2022

We appreciate your Applications; however, Only Shortlisted Candidates will be contacted for interviews.

Website for reporting misconduct: www.InternationalMedicalCorps.ethicspoint.com. **Please do not submit your CV or application to this website, it will not be considered for review**

