

## Background

MEDICAIR is South Sudanese Non-Governmental Organization founded by South Sudanese Medical Doctors who come up with the idea of rendering services to the dire community needs. MEDICAIR is officially registered by Relief and Rehabilitation Commission, under Laws of South Sudan, as a non-governmental organization according to NGO Act 2016 Reg. No: 588. Our work so far has been in South Sudan where we have continued to offer emergency humanitarian services to the affected communities. We approach every aspect of our work with the highest standard of integrity and honesty. The organization working focus is of providing Health, Nutrition, WASH, Protection and Food Security and Livelihoods. Medicaire is seeking to recruit a qualified Budget and Reporting Officer (BRO) to implement UNICEF World Bank funding in Consortium with save the children

<b>Position</b>	Budgeting and Reporting Officer (BRO)
<b>Location</b>	Juba, Central Equatoria State
<b>Reports To</b>	Head of Finance Unit
<b>Supervision To</b>	N/A
<b>Project</b>	UNICEF World Bank
<b>Contract type</b>	Long term Contract
<b>Contract duration</b>	1 year (with possibilities of renewal depending on performance and availability of funds)
<b>Level</b>	Open to all (women are highly encouraged to apply)
<b>Date of advert</b>	
<b>Application deadline</b>	11 <sup>th</sup> April 2023

## BUDGETING AND REPORTING OFFICER (BRO)

The BRO shall be based in Juba, Central Equatoria State, South Sudan. This position requires skills in finance. He/she will be responsible for offering financial services assigned. He/she will work to improve the proper operations, management and functioning of the Finance department. The incumbent will report directly to the Head of Finance, while working closely on a daily basis in collaboration with the Head of Partnership and Donor Compliance.

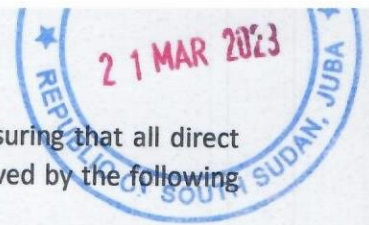
## DUTIES AND RESPONSIBILITIES.

Key Points of Communication: Head of Finance, Medicaire HQ, Juba South Sudan.

## ACCOUNTING

- Preparing of monthly management of accounts
- Ensuring that all relevant documents are attached and dully approved, e.g., invoices, delivery notes, goods received notes (GRNs), credit notes, purchase order/ contracts, quotation analysis, quotations, demand forms etc.
- Maintain Cash book (daily basis) and mark "Posted" in the voucher after entry in Medicaire's Accounting Software's (MAS) compatible spread sheet.
- Monthly preparation of national staff payroll.
- Monthly preparation of incentive staff payroll
- Maintaining the cheques register and dispatching of the cheques to vendors or user departments as the case may be.

- Timely writing of statutory payroll deduction cheques.
- Verification of the petty cash counts.
- Preparation of bank reconciliations on receipt of the bank statements, ensuring that all direct debits are recorded and/or investigated with the bank and should be resolved by the following month.
- Prepare monthly cash request for submission to Head of Finance.
- Reconciliation of personal advance accounts and filing of the schedule on a monthly basis.
- Verification of data entries into MAS. Checking the accuracy, completeness of data, amounts and MAS codes before posting on a monthly basis.
- Overseeing the annual physical stock counts, writing the report and holding briefings.
- Proper filing of all documents pertaining to the above tasks ensuring all paid vouchers are stamped 'Paid'



### **BUDGET PREPARATION**

- Reviews and analyses data with respect to the finalization of cost estimates and budget proposals for extra-budgetary funded activities, in terms of staff and non-staff requirements from divisions /offices at Headquarters and in the field, including programmatic aspects.
- Provides support to managers with respect to the elaboration of resource requirements for budget submissions.
- Reviews, analyses and provides input into finalization of programme budget/financial implications.

### **BUDGET ADMINISTRATION**

- Issues allotments, including redeployment of funds when necessary, ensuring appropriate expenditures.
- Monitors budget implementation and determines/recommends reallocation of funds when necessary.
- Monitors expenditures to ensure that they remain within authorized levels.
- Administers and monitors extra-budgetary resources, including review of agreements and cost plans, ensuring compliance with regulations and rules and established policies and procedures.
- Prepares relevant documentation with respect to budget performance submissions.
- Reviews and makes appropriate recommendations with respect to the finalization of budget performance reports, analysing variances between approved budgets and actual expenditures.

### **GENERAL**

- Scanning and uploading of all completed supporting documents and payment vouchers to Medicaid's Google cloud.
- Monitors and supervises the work of subordinate staff as required.
- Performs other related duties, as assigned.



### **COMPETENCIES**

**PROFESSIONALISM:** Knowledge of financial principles and practices. Ability to independently conduct research and analysis, formulate options and present conclusions and recommendations. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for

incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**PLANNING & ORGANIZING:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

**TEAMWORK:** Works collaboratively with colleagues to achieve organizational goals. Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others. Places team agenda before personal agenda. Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position. Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**Education:**

An advanced university degree (Master's degree or equivalent) in Commerce degree (accounting option), finance, or in a related area is required. A first-level university degree in combination with two (2) additional years of relevant work experience may be accepted in lieu of the advanced university degree.

**Must have completed CPA 3**

**Female candidates are highly encouraged to apply.**

**How to apply**

**Applicants are requested to send the following documents**

1. A CV of not more than 3 pages with references
2. Cover letter 1 page
3. Degree certificate
4. Copies of CPA transcripts
5. Nationality documents



Complete application dossiers must be emailed to [prm@medicair-ssd.org](mailto:prm@medicair-ssd.org) and copy [hradm@medicair-ssd.org](mailto:hradm@medicair-ssd.org) with subject, "Application for Budgeting and Reporting Officer (BRO) 11<sup>th</sup> April 2023" Late applications will not be considered.

*Medicair enforces the following policies;*

- Zero tolerance policy against all forms of corruption and fraud (No applicant is required to pay for anything during the application process)
- Zero tolerance policy for all forms of sexual exploitation and abuse SEA
- Zero tolerance for all forms of child abuse

*The successful candidate will undergo reference checks as per HR policy.*

**FEMALE APPLICANTS ARE HIGHLY ENCOURAGED TO APPLY**

Note: Rolling based advert

