



VACANCY ANNOUNCEMENTS

PROGRAM/DEPARTMENT SUMMARY:

The Mercy Corps Finance Department is responsible for all financial functions in Bentiu, including accounting, payments and banking, payroll, budgeting, financial reporting, and financial management and compliance. The Mercy Corps Finance Department ensures compliance with donor regulations as well as Mercy Corps' internal policies and procedures. In its role as a support to the Program Department, the Finance Department provides timely reports and assistance to the Country Director and the Program team to ensure that financial resources are used efficiently and effectively.

RE - Vacancy: Finance Officer.

Reports to: Program Manager

Duty Station: Rubkona, Unity State, South Sudan.

Start Date: ASAP.

Deadline of Application: 13th June 2025.

GENERAL POSITION SUMMARY:

Working in the Finance Department under the direction of the Senior Officer or Finance Manager, the Finance Officer will ensure the accuracy and completeness of Mercy Corps accounting records and will have primary responsibility for managing the monthly accounting cycle.

ESSENTIAL JOB FUNCTIONS:

Actively learns about safeguarding and integrates it into their work, including safeguarding risks and mitigations related to their area of work

Practices the values of Mercy Corps including respecting the dignity and well-being of participants and fellow team members

Encourages openness and communication in their team; encourages team members to submit reports if they have any concerns using reporting mechanisms e.g., Integrity Hotline and other options.

FINANCE MANAGEMENT

- Follow all Mercy Corps policies, procedures, grant compliance and documentation requirements.
- Implement and make sure all Mercy Corps FFM, procurement, assets mgt, HR policies and procedures are implemented.
- Implement and make sure all respective donors and local Gov't rules and regulations are respected.
- Ensure compliance with GAAPs, South Sudan law and standard accounting practice.
- Responsible for monitoring costs as per the available grant and budget details and monthly budgets vs actual reports.
- Provide on-going orientation, training and support to all Mercy Corps program and finance staff on Mercy Corps and respective donor's rules and regulations.

Approved by

Signature

07 JUN 2025

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• Review and track all grants/budget purchases and contracts and other commitments for the office.
• Provide financial review for all advances, purchase requests, quotation analysis, purchase orders, expense reports, payment requests and others within the sub office.
• Ensure that all advances follow MC advance policy and procedures and cleared per policy and no duplicate advances. Maintain unclear or open cash advances file and report past due advance report to the SFO/FM with weekly reports and files.

TEAM MANAGEMENT

• Create and sustain a work environment of mutual respect where team members strive to achieve excellence.
• Promote accountability, communicate expectations and provide constructive feedback via regular performance reviews.
• Supervise, hire and orient new team members as necessary.
• Provide team members with information, tools and other resources to improve performance and reach objectives.

KNOWLEDGE AND EXPERIENCE:

• Four or more years of general ledger accounting experience is required.
• A university degree in accounting is required.
• Two years' experience in the Finance Department of an international NGO is preferred.
• Adequate understanding of donor rules and regulations is required.
• Demonstrated competency with computerized general ledger software.
• Advanced computer skills in MS Office programs, particularly Excel.
• Prior management experience and strong organizational skills.
• Excellent oral and written English skills.

SUCCESS FACTORS:

An ability to interact effectively with international and national personnel is required. A demonstrated ability to multi-task, meet deadlines and process information in support of changing program activities is necessary. A high professional standard of finance and procurement ethics as well as a willingness and ability to enforce compliance with Mercy Corps and donor policies and procedures is essential.

Consent Language

Mercy Corps collects your personal data for the purposes of managing Mercy Corps recruitment related activities as well as for organizational planning purposes globally. Consequently, Mercy Corps may use your personal data in relation to the evaluation and selection of applicants including, for example, setting up and conducting interviews and tests, evaluating and assessing the results thereto and as is otherwise needed in the recruitment processes including the final recruitment.
Mercy Corps is an international organization consisting of multiple affiliated companies in various countries. Mercy Corps has international sites and uses resources located throughout the world. Your data may be held on secure platforms globally, including outside of the EU. All personal data, whether relating to recruitment or employment, is held on a secure platform and system which is subject to regular testing and audit. Unless stated in the job description that the post involves other organizations with which the information will be shared as part of the recruitment process, your personal data will only be shared with third parties where consent is given.

Approved by
S. M. P. S. S. S.
04/05/25
4/6/2025

Mercy Corps participates in the Inter-Agency Misconduct Disclosure Scheme (the "Scheme") (www.schr.info/the-misconduct-disclosure-scheme). Accordingly, we request information from a job applicant's previous employer(s) about any investigations which found that the applicant committed sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents of misconduct under investigation when the applicant left employment. By applying, you confirm your consent to Mercy Corps collecting your prior employment history under the Scheme as part of the application process. Your data will be stored for up to four years.

Attestation Language:

"By applying for this position, I attest that I have never violated a sexual misconduct, sexual exploitation and abuse, child safeguarding or human trafficking policy and that I have never been disciplined for violating an employer's code of conduct."

Apply to: Mercy Corps Bentin office/ Juba Office

All applications will include CV, and all relevant copies of official documents, should be submitted in person or by email:

ss-apply@mercycorps.org

Approved by
Suele Pina

4/6/2025
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