

Vacancy Announcement

Position: Finance Officer
Report to: Finance Coordinator
Location: Juba
Expected start month: January 6th, 2025

50.4.3
Approved by
ST/MSR/DO/4/2024
13/12/2024

About INTERSOS

INTERSOS is an independent non-profit humanitarian organisation committed to assist the victims of natural disasters and armed conflicts. Its activities based on the principles of solidarity, justice, human dignity, equality of rights and opportunities and respect for diversity and coexistence, paying special attention to the most vulnerable and unprotected people.

Main Purpose

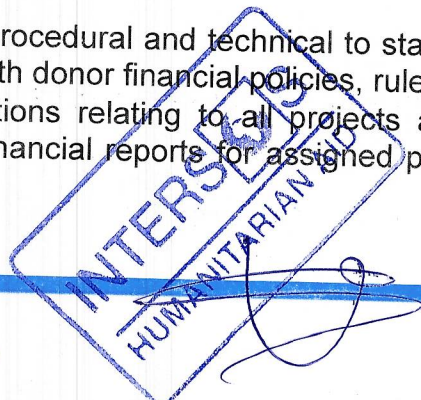
Plan and execute accounting-financial and daily administrative activities for the projects as well as for the NGO's annual budget according to INTERSOS protocols and standards in order to ensure the optimal management of financial resources.

Reporting to: Finance Coordinator or focal to be assigned by the regional office

Tasks

Accounting and budget

- Book the accounting transactions according to the INTERSOS' accounting standards by ensuring the transparency and full traceability of the registration (invoices, receipts, bank statements, etc.)
- Prepare income tax returns based on journal recording and field entries
- Provide on weekly basis the accounting journal to the Senior Finance Officer (if present)
- In collaboration with the CFC/Senior Finance Officer provide support in drafting new projects budgets and support statutory annual/project auditing procedures
- Support the CFC/Senior Finance Officer in regularly check the economic-financial status of the projects (final balance, forecast and expenditure projections and excess)
- Prepare reports for assigned projects for CFC review.
- Authorize PRs on IMP for assigned projects up to 4.000 USD and seek CFC authorization for PRs above 4.000 USD.
- Monitored closely budget versus actual, proactively highlight area of concern for assigned projects.
- Assist in providing the procedural and technical to staff within the area of finance and budget, to ensure compliance with donor financial policies, rules and regulations.
- Ensure that all transactions relating to all projects are captured in INTERSOS accounting system daily and that financial reports for assigned projects are prepared in line with donors reporting requirements.



- Check pending cash aging for assigned projects and communicate officially with Project managers and staff.
- Manage IMP PRs, ensure all PRs are closed and document are archived and booked in INTERSOS accounting system, verify with supporting document daily, before sending it to CFC
- Liaise with the logistician to ensure the observance of the procurement procedures.
- Support the projects staff in any related financial issues concerning assigned projects
- Prepare field FRs for both cash distributions and cash drops, keeping LEM tracking database updated.
- Book UNHAS costs and review supporting documents
- Reconcile UAP invoices, instalments and balance, highlight any refund expected to CFC and HR Manager.
- As focal person for assigned projects, ensure listed activities are regularly carried out
- Manage Juba cash advances (pendings), checking ageing and reconciliations.
- Other tasks assigned by supervisor

Compliance

- Support the preparation of the interim and final financial reports of the projects respecting the deadlines and submit them for approval to the CFC/Senior Finance Officer,
- In collaboration with the CFC/Senior Finance Officer transmit to HQ all project documents to be audited in HQ Rome

Administration

- Prepare the payment of taxes provided by HR Department
- Support the preparation the Tax clearance certificate and other mandatory institutional registrations
- Train and supervise the Finance Assistant in order to ensure the amount of knowledge required to correctly perform all financial tasks

Asset management and logistics

- Prepare cash and bank transfers payments to suppliers and contractors as requested and authorized by the CFC/Senior Finance Officer

Requirements

- Desirable finance, business or administration related diploma
- Minimum two year's relevant work experience
- Experience in relevant and similar jobs
- Desirable working experience with other NGOs in developing countries
- Local working language
- Essential computer literacy (financial DB, word, excel and internet)
- Service orientation
- Results and quality orientation
- Teamwork and cooperation

- Stress management
- Commitment to INTERSOS principles

Duration of Contract

The length of the contract will be **3 months**

Job specific terms

The job requires performance **40 hours a week** or **4 hours** every day; subject to change based on the needs and workload.

Salary

Salary range according to Intersos salary scale, adapted to the working hours

Applications will be reviewed on a rolling basis. The closing date for applications is **25th 12th 2024**.

Qualified candidates are required to submit a cover letter, updated CV and Nationality ID to:
recruitment.ross@intersos.org.

Please write "**Application for Senior Finance Officer**" as subject of the email. Remember to include your contact details, especially the mobile phone we can reach you on. Only short-listed candidates will be contacted for an interview and qualified females are encouraged to apply.

INTERSOS is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply

NOTE!!! DUE TO URGENCY OF RECURITING THIS POSITION, SELECTIONS WILL START BEFORE THE DEADLINE.

