



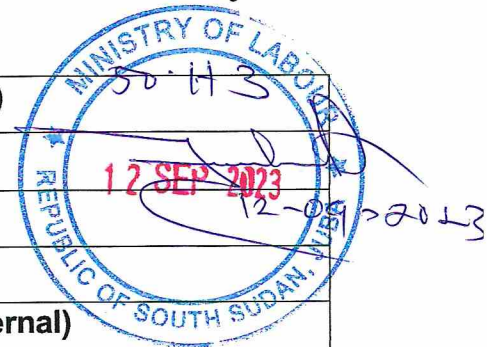
# INTERNATIONAL MEDICAL C

Headquarters: 1919 Santa Monica Blvd., Suite 400, Santa Monica, CA 90

## JOB VACANCY ADVERTISEMENT

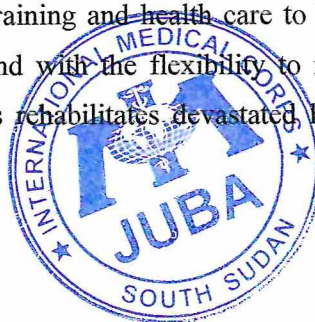
*International Medical Corps never asks job applicants for a fee, payment, or other monetary transaction. If you are asked for money in connection with this recruitment, please report to International Medical Corps at the website provided at the end of this document*

Job Title:	<b>Senior Finance Officer (1 Position)</b>
Country Program:	<b>South Sudan</b>
Location of Position:	<b>Juba</b>
Report To:	<b>Finance Manager</b>
Position Opened for:	<b>South Sudanese only (Internal/External)</b>
Desired Start Date:	<b>ASAP</b>
Advertised date:	<b>12/September/2023</b>
Closing Date for Applications:	<b>29/September/2023</b>



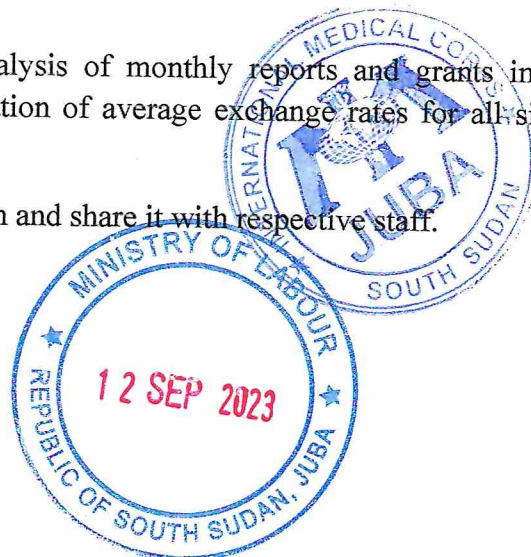
### Organizational Background

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.



### **Essential Job duties / Scope of Work:**

- Maintain the project grant files.
- Update monthly pipelines for review of Finance Director.
- Coordinate with the Programme teams and field sites on the monthly projection.
- Prepare donor reports for review by Finance Director.
- Liaison with Finance Desk Officer in the HQ.
- Work with logistics on the updating of assets and inventory reports for UK Company.
- Maintain and monitor the national staff advances register.
- Prepare for Review by the Finance Director the AR analysis and follow up on outstanding balances
- Follow up with field sites and review their procurement documents before presenting to Finance Director.
- Monthly review of field sites vouchers before closing the month, and advice on their completeness accuracy and compliance with IMC and donor rules and regulations.
- Managing TOT and provide all required documents on time and provide all help and assistance for Internal Auditor, in addition to monitor scanning process and follow up with field sites for accuracy and competence of documents.
- Assist with audits of various sites and functions as needed. This include field visits to various sites, and training of staff per audit schedule/plan and finance matters
- To assist in cash and bank management whenever needed.
- Assist in budget preparation for Finance Director and HQ review.
- Assist external Auditors and follow up with all parties to maintain good picture of IMC
- Preparation, monitoring and analysis of monthly reports and grants including input into Costpoint and calculation of average exchange rates for all sites, for review by the Finance Manager.
- Prepare monthly key of allocation and share it with respective staff.



- Reconciliation of various records, investigating unusual items and bringing these to the prompt attention of the Finance Manager. This includes reconciliation of field records, Juba office records with L.A. books.

### **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**

- Bachelors in accounting or Business Administration and other relevant course

### **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. All Application should be submitted through email, To [Recruiting@internationalmedicalcorps.org](mailto:Recruiting@internationalmedicalcorps.org). Hand delivered will not be accepted.



**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:**  
29/September/2023

**Please note applications received will be reviewed on a rolling basis and this position might be filled before the closing deadline.**

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

Website for reporting misconduct: [www.InternationalMedicalCorps.emicspoint.com](http://www.InternationalMedicalCorps.emicspoint.com). Please do not submit your CV or application to this website, it will not be considered for review

