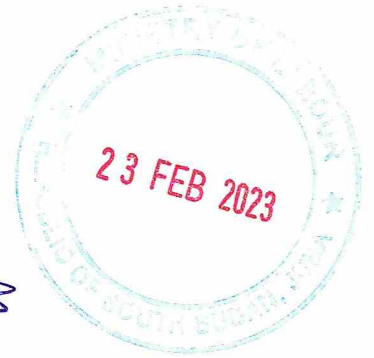


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23/02/2023



INTERNATIONAL MEDICAL CORPS

Headquarters: 1919 Santa Monica Blvd., Suite 400, Santa Monica, CA 90404 • (310) 826-7809 • Fax: (310) 442-6622
Washington, D.C. Office: 1313 L St. NW, Suite 220, Washington, DC 20005 • (202) 828-5155 • Fax: (202) 828-5156
www.imcworldwide.org

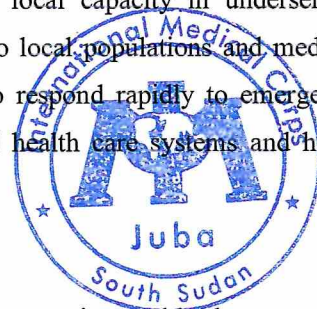
JOB VACANCY ADVERTISEMENT

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:	Senior Roving Finance Officer
Country Program:	South Sudan
Location of Position:	Nyal/Mayendit
Position Opened for:	South Sudanese only (Internal/External)
Report To:	Deputy Finance Manager
Desired Start Date:	ASAP
Advertised date:	23/February/2023
Closing Date for Applications:	14/March/2023

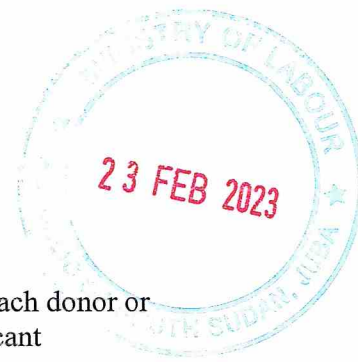
Organizational Background

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.



Job Purpose

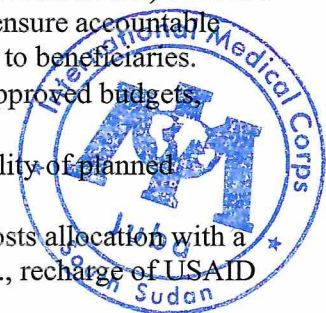
The Senior Finance Officer will be responsible to perform accounting and budgetary functions for assigned grants and ensure that there is conformity with IMC International



Reporting requirements and stringent compliance standards established by each donor or regulatory agency to minimize incidences of any disallowed costs or significant expenditure variances.

Essential Job duties / Scope of Work:

- Developed and monitored program budgets and expenditure in compliance with UNICEF rules, IMC, and report information to project management team for decision-making.
- Prepare donor financial reports of all transactions for submission to Head office to strict deadlines.
- Maintain and monitor the national staffs advances register, prepare for review by the Finance Director the AR analysis and follow up on outstanding balances.
- Ensured accounting systems, policies, internal controls, and procedures are quickly established for the collection of accurate, complete, and timely financial data (e.g budgets, forecasts, expenditure, commitments, payroll, and delegation of authority).
- Manage with audits of various sites and functions as needed, this includes field sites visits to various sites, and training of staff per audit schedules/plan and finance matters.
- Monitor scanning process and follow up with field sites for accuracy and competence of documentation.
- Follow up with field sites and review their procurement document above 2500 \$before filing.
- Manage external auditors and follow up with all parties to maintain good picture of IMC
- Ensured project expenditures are monitored against the budget and no expenditure is incurred outside the budget.
- Prepared donor reports and ensured compliance to donor requirements and guidelines are adequately adhered.
- Ensured financial accounting policies, reporting and analysis comply with the generally accepted accounting principles (GAAP)
- Ensured that all key contributing staff have a clear understanding of donor requirements and expectations at the proposal, amendment, reporting stage and audit stage of grants.
- Established quality assurance in identifying, assessing, and recommending on the existing and desired reconciliation process (reporting assurance mechanism) between Finance, Procurement, Logistics, Distribution, M&E that will ensure accountable reporting to donors on all humanitarian inputs (items delivered to beneficiaries).
- Ensured proper grant documentation like signed agreements, approved budgets, grant amendments are always maintained.
- Provided technical support to assess donor eligibility/allow ability of planned expenditures and identify related compliance requirements.
- Provided technical assistance with regards to strategic donor costs allocation with a view to minimize compliance requirements where possible (i.e., recharge of USAID sponsored part time staff).
- Monitored grant close out procedures and ensure compliance is observed.



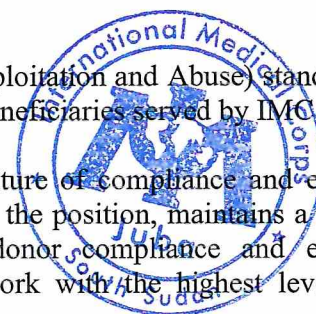


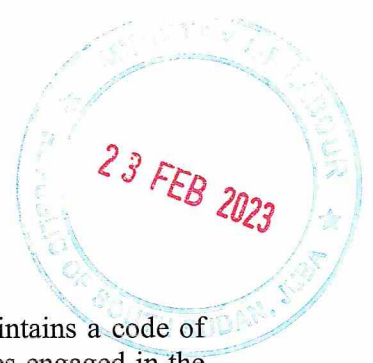
- Maintain an up-to-date balance sheet for the field operation area.
- Ensure proper recording, follow up and management of all outstanding staff floats debtors and creditors, assets and performs reconciliation of balance sheet accounts on monthly basis.
- Ensure monthly journals are prepared on balance sheet items
- Programme Risk and Fraud Management
- Work with the finance and programme team to ensure there is clear framework for risk and fraud management in the field office.
- Ensure there is adequate awareness on risk and fraud management at the field office level.
- Ensure there is adequate internal control system and compliance to safeguard against fraud and minimize risk.
- Ensured timely preparation and submission of monthly programme and functional work plan cash flows/projections to home office on time and follow up to ensure transfers are received.
- Ensure adequate bank balance is maintained to support smooth programme implementation
- Liaised with local bankers as required and provide the necessary checks and balances to ensure that money is spent effectively, efficiently and in line with donor requirements.
- Ensure timely bank, cash, payroll, and subcontract reconciliation is carried out and any discrepancies are put to management attention to mitigate or avoid possible fraud.
- Traveling and supporting in salary payment and MOH incentives.
- Guide program managers in proper coding of the PRs, Ref 2 codes and advise them appropriately.
- Constant referral to the Pipeline and Budget Monitoring Tool BMT and heightening the redlined on the budget.
- Conduct monthly Pipeline Review sessions with program managers especial for grants, UNICEF LOT 12.
- Ensure all financial transactions incurred in the programme are dully and timely processed that they are adequately supported and valid
Ensured all payment and transaction comply/adhere to UNICEF/ USAID rules and regulation and the standard operation procedure of IMC.
- Other relevant duties as assigned 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.

Working Relationships:

- Proactively engage with your supervisor, and key staff Program, Finance and HR/Admin on all matters to ensure that programmatic and project planning incorporates sufficient funding for procurement department requirements and assets.
- Proactively engage on a regular basis with Split based Logistics Desk Officer to ensure appropriate links and coordination support is secured.

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

- Bachelor's degree preferably in Business Administration and Accounting/Finance or BCom.
- 3 -5 years of relevant experience.
- Strong computer skills Microsoft, Excel, word, power point etc.
- South Sudanese National with NGO experience.
- Fluent in English (written and spoken) and Arabic (spoken)
- Can work independently and show initiative and ability to solve problems.
- Financial Management –Budgeting, Accounting and Reporting, Grants Management
- Strategic Planning and Leadership, Cross-Functional Team Leadership
- Computer Literacy
- Operations Management, Risk Management, Partners Management, Human Resource Management
- Staff Development, Team Building, Safety and Security Management
- Donor relations USAID, Accountability
- Teamwork,
- Willing to travel across South Sudan
- Open - minded to receive and share information, good communication skills, flexible and able to cope with stress.



- Technical expertise Competent in all of the clinical skills needed to provide good quality care for all patients attending the clinic.
- Ability to relate to and motivate local staff.



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 No 320 Block 3K, 2nd Class Residential areas, Pope Francis Road, Thongpiny Juba, Central Equatorial South Sudan**)

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:
14/March/2023

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

