



Internal/External Vacancy Announcement

Job Title:	Finance Officer
Number of Post	One (1)
Band /Level /Grade:	8B - Functional Support
Department:	Finance
Location:	Ajuong Thok
Overtime Eligible:	N/A
Contract Status	Fixed Regular (National)
Date of Issue:	Tuesday, 19 th September 2023



BACKGROUND/IRC SUMMARY:

IRC began working in South Sudan in 1989. South Sudan declared independence in July 2011 following decades of brutal civil war rooted in disputes over religion, ethnicity, resources, governance, and self-determination. The security situation remains fragile and testing operational challenges abound. IRC-South Sudan operates a country office in Juba, field offices in Lakes, Unity, Northern Bahr El Ghazal and Eastern Equatoria as part of the greater former 10 states. The government of South Sudan has since created new states totalling to 28. Currently, IRC South Sudan implements programs in primary health care, community case management, environmental health, women's protection and empowerment, protection and access to justice and livelihoods.

SUMMARY OF THE JOB:

Achieve optimal performance in terms of program quality, strengthening operations and finance department by emerging tools, systems, and staff capacity to adhere to IRC policies and procedures and donor compliance.

MAIN DUTIES AND RESPONSIBILITIES:

The main duties and responsibilities of the Finance Officer include the following:

1. INTEGRA and Month End Processing

- Prepare cash forecasts and Cash Transfer Requests for overall program keeping in view the monthly cash needs.
- Monitor inventories from integra and share with concerned staff.
- Oversees internal and external commitment for Ending grants.
- Prepare Journals and uploads to the system ensuring proper controls are enforced and appropriate systems in place to maintain all required supporting documentation.
- Support closeout and review journals
- Review of key journal prior to loading –financial reports, currency clearing and adjustment journals
- Ensure weekly and monthly bank reconciliations are performed, filed and shared to Juba timely.

2. Financial Reports

- Review and approve field payments through integra.
- Review of Monthly payrolls
- Ensure strong internal controls and policies are checked and followed by all IRC staff.

3. Budgets & Donor Reports

- Work closely with the Juba Finance team and advise on wrong transaction coding.
- Ensure all transactions are coded in line with approved budgets.
- Perform monthly Integra BVA review and advise the program and Field coordinator accordingly.
- Ensuring donor regulations are adhered to for all aspects of the operations.

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4. Bank & Cash management

- On regular basis, check bank reconciliations in the system against the physical cash, reports any discrepancies to the Field coordinator timely and seek support from Juba Finance manager.
- Review finance documents up to the assigned Authority limit
- Ensuring internal control procedures are followed for all cash disbursements, receipts, and transfers.
- Ensure all cash received are uploaded into the system within the same date it is received.

5. Audit

- Internal audit activities as required by the Finance Manager
- Assist in grant audits and verification when required.

6. Staff management

- Work closely with Finance Assistant, set clear key performance indicators/goals.
- Regular and open communication with IRC staff from all departments.
- To represent the finance department in the weekly tender committee meetings when nominated to do so.
- Carry out finance orientation for new incoming staff and training non-finance staff.

7. Conduct other duties as assigned by the supervisor.

JOB REQUIREMENTS:

- **Education:** bachelor's degree in finance/Business Administration with minimum CPA qualification.
- **Work Experience:** At least three years of finance and accounting experience in a similar post.
- **Demonstrated Skills and Competencies:** Knowledge of fund accounting, procurement, and financial management. Knowledge of an ERP Integra System Accounting is an added advantage. Ability to work independently in a rapidly changing professional environment with a view towards establishing administrative procedures and protocol that will ensure optimal functioning of the operation. Excellent interpersonal, organizational, and time management skills. Supportive personnel management style and ability to work in and as a team. Strong leadership skills. Excellent spoken and written English.
- **Language skills:** Good knowledge of English and basic Arabic.
- **Working Environment:** it is 100% remote villages.

KEY WORKING RELATIONSHIPS

- **Reports to:** Field Coordinator/Finance Manager.
- **Directly supervises:** Finance Assistant
- **Internal/External contacts:** Supply Chain Department, HR Department, Program leads and staffs, vendors.

STANDARDS OF PROFESSIONAL CONDUCT: The IRC and IRC workers must adhere to the values and principles outlined in IRC Way Standards for Professional Conduct. These are Integrity, Service, Accountability and Equality. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation.

SAFEGUARDING POLICY: The IRC has a zero-tolerance policy for safeguarding violations by staff, incentive workers, visitors, sub-grantees, suppliers/sub-contractors, and implementing partners. Safeguarding at the IRC is an integral to the organizational values and ethics, and staff and associates

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are expected to take all reasonable steps to prevent the sexual exploitation, abuse, and harassment of any person linked to the program by both its employees and any downstream partner. The successful candidate will be subject to a thorough background check and satisfactory references.

NARROWING THE GENDER GAP: The International Rescue Committee is committed to narrowing the gender gap in leadership positions. We offer benefits that provide an enabling environment for women to participate in our workforce including a flexible hour (when possible), maternity leave, transportation support, and gender-sensitive security protocols.

EQUAL OPPORTUNITY EMPLOYER: IRC is an Equal Opportunity Employer. IRC considers all applicants based on merit without regard to race, sex, colour, national origin, religion, gender, age, marital status, veteran status, disability, or any other characteristic protected by applicable laws.

The position is strictly for **SOUTH SUDANESE NATIONAL WITH ALL NATIONALITY CERTIFICATE.**

How to Apply: Interested applicants should submit a **CV with 3 references** (Please indicate referee telephone number and email address) and a copy of academic and training certificate, a copy of **national ID** and **day time telephone contact** address it to the **Human resources Department, IRC South Sudan** and you can delivered your Application to **IRC Field Office in Jamjang** or **Head Office in Juba Goshen House**, or you can e-mail your applications to SS-HR@Rescue.org. Deadline for submission **Friday 6th October 2023** before **5:00PM** Central African Time.

NOTE: Only short-listed candidates will be contacted and attach photocopies only while original will be asked at the interview panel and all the photocopies will remain the property of IRC. Any candidate who may wish to do job solicitation to win favour whether directly or indirectly will automatically lead to disqualification of one's application once detected at any stage of the process. Applications will be screened on rolling basis due to the urgency of the position.

PLEASE REMEMBER TO CLEARLY INDICATE THE POSITION YOU ARE APPLYING FOR ON THE ENVELOP (Hand Delivery)/SUBJECT Email)

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