



Vacancy Announcement	
Job Title:	Finance Manager (01 Position)
Band / Level / Grade:	7B
Department:	Finance
Location:	Juba
Overtime Eligible: (per local law)	Exempt
Opening Date	June 15 <sup>th</sup> 2023
Closing Date	July 7 <sup>th</sup> 2023



### **BACKGROUND:**

The International Rescue Committee (IRC) responds to the world's worst humanitarian crises and helps people to survive and rebuild their lives. Founded in 1933 at the request of Albert Einstein, the IRC offers lifesaving care and life-changing assistance to refugees forced to flee from war or disaster. At work today in over 40 countries and 22 U.S. cities, we restore safety, dignity and hope to millions who are uprooted and struggling to endure. The IRC leads the way from harm to home. IRC has operated in South Sudan for over 30 years now delivering humanitarian relief, post-conflict assistance, and development programs in both refugees, internally displaced and host community settings. IRC operates in 10 field offices including in Juba with program portfolio covering health, nutrition, Environmental Health (EH), child protection, economic recovery and development (ERD)/livelihoods, women's protection, and empowerment, Education, and general protection. IRC continues to provide life-saving assistance and humanitarian aid to vulnerable South Sudanese, trying to rebuild their lives and restore peace. The IRC's new strategy in South Sudan will prioritize improving health, safety, and economic well-being, targeting women, children, and other vulnerable.

### **JOB OVERVIEW/SUMMARY/ SCOPE:**

The purpose of this position is to assist in the development and implementation of accounting procedures to IRC's standards and in line with, Donor requirements, audit recommendations, Integra data base administration and maintenance and Reconciliation, and quality control with respect to accounting records and financial reports. This position will report to the Assistant Finance coordinator.

### **JOB RESPONSIBILITIES:**

#### **INTEGRA processing**

- ❖ Developing expertise to control the system, prepare reports and be able to train staff in the processing of data in Integra.
- ❖ Preparation of detail level budgets in IRC and Donor format to ensure required donor reports can be produced from the accounting system.
- ❖ Organizing work schedule to ensure that the SAF file is loaded in New York by the 12<sup>th</sup> of every month.
- ❖ Ensure that all Month end monthly Journals are sequentially filed and kept in a secure place accessed only by finance.
- ❖ Monitoring receivable from donors (account 24100) and other stakeholders.
- ❖ Review the Cost Pool Allocations in Integra and ensure that the appropriate documentation (allocation formulas, time sheets, etc.) supporting the allocations are checked, approved, and filed.
- ❖ Prepare balance sheet accounts reconciliations and reports including inventory and vendor balance reconciliation.



## General Accounting services

- ❖ Review, approval and posting of General Ledger transactions, adjusting journal entries and sub-office transactions. The posting process must ensure that the BVAs Donor Mapping Sheets are being used to minimize the number of adjusting journal entries.
- ❖ Supervising the monthly financial close process and ensure timely, complete, and accurate financial report submission by the 12<sup>th</sup> of every Month.
- ❖ Overseeing the sub-ledger reconciliation process and confirming that the GL sub-ledger accounts match the details in their related modules.
- ❖ Ensure that all sub-office financial matters are addressed on a timely basis. During field visits follow-up on financial, internal controls and other program support action items identified by the SMT and finance. Assess formally and informally the adequacy of services provided by finance to sub-offices and field-based staff.
- ❖ Coordinating the activities of Finance and Administration Managers in the field to ensure quality financial records coming from the field. This includes capacity building of field staff based on needs identified by Field Managers/Coordinators in the field and development of financial system specific to a particular sub-office.
- ❖ Setting up and reviewing Cost Pool Allocations and ensuring that the charges are correct and appropriate documentation (allocation formulas, time sheets, etc) supporting the allocations are updated, approved, and filed.
- ❖ Preparations of the National staff salary and international staff Mapping table by the 25<sup>th</sup> of every month which must be approved by senior management and ensure staff salary, is charged, and recorded accordingly in Integra system.
- ❖ Ensure Tax (PIT) liabilities are paid to NRA monthly on or before 15<sup>th</sup> of every month.
- ❖ Review, approval and posting of General Ledger transactions, adjusting journal entries and sub-office transactions.
- ❖ Reviewing cash and bank reconciliation
- ❖ Review of payrolls and ensure any changes are fully supported.
- ❖ Treasury management including review of field office cash management and control system and the Cash SOP are followed.
- ❖ Ensure finance filing and document retrieval system is functional, efficient, and secure.
- ❖ Perform duties assigned by assistant finance coordinator.

## Budgets

- ❖ Ensure that all accruals at grant closure are accurate, valid and are promptly liquidated.
- ❖ Attend all Grant Opening and Closing Meetings as requested.
- ❖ Update the U1000 and TFs analysis per project codes for submission to the DDF.

## Staff Management

- ❖ Setting smart goals and monitoring performance of staff.
- ❖ Mentoring, coaching and motivating staff.
- ❖ Quarterly Reviews of performance appraisal of direct reports.
- ❖ Hiring and retaining highly motivated team of staff.
- ❖ Daily supervision and review of the workflow processes for efficiency



## **Audits**

- ❖ To help ensure audit recommendations are implemented in accordance with plan.
- ❖ Reviews of controls and monitoring of compliance with established procedures.

## **Others**

- ❖ Any other duty assigned by the Finance Coordinator and the Director of Finance.

## **Key Contacts/working relationships.**

### **Internal**

- ❖ Reports to the Assistant Finance Coordinator.
- ❖ Regular and open communication with IRC staff from all department, field offices and NY-office.

### **External**

- ❖ Regular and open communication with IRC staff from all departments and field offices
- ❖ Represents the country office with external banks.

## **Qualifications:/Education:**

- ❖ Degree in Accounting, Business Administration, Commerce or Finance recognized professional certificate in accounting such as CPA part11 (section1 & 2), and/or a master's degree in accounting.
- ❖ Knowledge of ERP systems

## **Work Experience:**

- ❖ Minimum three years of managerial experience in the financial area of a non-profit organization with Extensive experience in working with computerized accounting systems, standard Spreadsheet, and database programs.

## **Skills and Abilities:**

- ❖ Good written and verbal skills in the English language.
- ❖ Ability to carry out responsibilities independently with minimal technical support.
- ❖ Good communication skills that function across a diversity of cultures.
- ❖ Good at role of facilitator and team player in solving problems.

## **Decision Making Authority**

- ❖ Authorizing payments to US\$10,000 or equivalent
- ❖ Authorizing CPOs to US\$10,000 or equivalent

## **Core Values and Critical Competencies**

- ❖ Excellent communication skills
- ❖ Analytical skills
- ❖ Initiative
- ❖ Cautious and attentive
- ❖ Improvement mindset



- ❖ Team player
- ❖ Proactive and reliable
- ❖ Firm
- ❖ Stress tolerance
- ❖ Planning and organization skills
- ❖ Building partnership
- ❖ Attention to detail.



### **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 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 on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status, disability, or any other characteristic protected by applicable laws

**‘WOMEN, MINORITIES AND PEOPLE LIVING WITH DISABILITIES ARE ENCOURAGED TO APPLY.**

### **HOW TO APPLY:**

Interested applicants should submit a **CV with 3 references** and a copy of their **South Sudan national ID**, to **IRC Office-Juba** or, by email to [SS-HR@rescue.org](mailto:SS-HR@rescue.org) **Not later than 5:00 PM of Friday July 7<sup>th</sup>, 2023.**

**NOTE:** Only short-listed candidates will be contacted and attach photocopies of your academic documents only



while original academic documents will be asked at the interview panel and all the photocopies will remain the property of IRC.

**PLEASE, LABEL YOUR APPLICATION CLEARLY: FINANCE MANAGER - JUBA.**

