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INTERNATIONAL MEDICAL CORPS

Headquarters: 1919 Santa Monica Blvd., Suite 400, Santa Monica, CA 90404

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

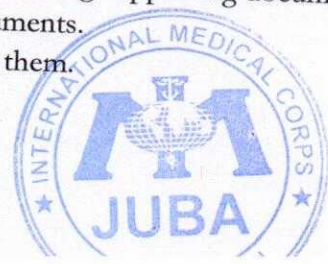
Job Title:	Finance Officer
Country Program:	South Sudan
Location of Position:	Kurwai
Position Opened for:	South Sudanese only (Internal/External)
Report to	Senior Finance Officer
Desired Start Date:	ASAP
Advertised date	16/Aug/2022
Closing Date for Applications:	2/Sept/2022

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:

- To Prepare and verify all payment and receipts including supporting documentation.
- To maintain and file bank and cash receipts documents.
- To do Daily Cash counts of the field site and file them.



- To prepare and send daily Cash Report to Juba office that includes both cash and bank balances.
- Timely submission of the statutory deductions to relevant government bodies.
- Prepare cash forecasts and sends to Juba office every moth of 25th.
- To maintain and monitor the national staff advances register.
- To review the field accounting transactions and record them in DELTEK daily, including monthly cash reconciliation for the field site.
- Preparation, monitoring and analysis of monthly reports and grants including inputs into DELTEK and calculation of average exchange rates for allocated field site for review by the Finance Manager.
- Reconciliation of various records, investigating unusual items and bringing these to the prompt attention of the Finance Manager.
- To file all Finance and Human resource documents and send them to Juba office monthly.
- Assist with audits of various site and functions as may be assigned.
- Making sure that the vouchers are correctly coded as per the reviewed Cash Transaction Journal.
- Helping the Senior finance Officer with the Test of Transactions.
- Actively Promote PSEA (Prevention of Sexual Exploitation and Abuse) Standard within International Medical Corps and Amongst Beneficiaries Served by International Medical Corps
- Any other task that shall be assigned by the line manager from time to time.

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

- Minimum of (2-3) years accounting experience in providing a wide range of accounting and financial services, ideally within an International NGO.
- Recommends and implements improvements
- High level of initiative
- Responsible, flexible, and adaptable.
- Must be South Sudanese national.
- Demonstrable experience in handling significant budgets
- Minimum of bachelor's degree and a full accountancy qualification is required.
- An appreciation and understanding of financial and accounting systems, procedures, and processes
- Ability to prioritize own workload, to work independently and a commitment to work to strict deadlines
- Proven knowledge and experience of working with computerized accounting packages and spreadsheets
- High level of numeracy, accuracy, attention to details and analytical skills
- Ability to work under pressure.
- Ability to work effectively with others across teams and with competing demands
- Good interpersonal skills and ability to work in a multicultural environment
- Drive to achieve results
- Excellent written and verbal communication skills and ability to present information and concepts clearly

Desirable:

- Prior experience of working in a similar role.
- Written and verbal communication skills in Arabic
- Knowledge of IMC's systems such as Deltek Costpoint7 and ways of working.

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 # 1. Block C West, 3rd Class, Nimra Talata, Near Basketball Stadium, Juba Town, Central Equatoria

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:
2/Sept/2022

Locals are encouraged to apply and priority will be given to them.

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

