



VACANCY ANNOUNCEMENT
International Rescue Committee (IRC) in South Sudan

The International Rescue Committee (www.Rescue.org) is a non-profit, nongovernmental organization providing relief, rehabilitation, and post-conflict development for those uprooted or affected by conflict.

Job Title: Finance Officer-Ganyliel (01) position

Duty Station: Ganyliel

Duration: 3 months with possibility of extension

Department: Finance

Closing date: 21st Oct-2019 at 5:30pm

Reports to: Senior Field Manager

Job Title:	Duty Station: Ganyliel- Panyijar County, Unity State
Finance Officer	
Department: Finance	Section: OADF
Supervisor: Senior Field Manager	
Other Relationships: HR/Admin and Supply Chain	
Staff Managed: Zero	

- a. Managing all aspects of day to day operations of accounting department in field office.
- b. Assist in the implementation of Finance policies, procedures and systems.
- c. Ensure compliance with IRC procedures and guidelines.
- d. Submit expenditure worksheets to the Finance Head Office on or before 3rd of every subsequent month
- e. Review all payment documents for proper and adequate back up.
- f. Review expenditure worksheets for accuracy and completeness.
- g. Conduct BVA review meeting every month and also will always communicate on GOM and GCM in at field level.
- h. Preparer a bank reconciliation for field office and send it to main office by 3rd of every month if there is bank
- i. Liaison with field office bank on all banking issues if there is bank.
- j. Ensure that statutory deductions are paid on time to avoid any penalty
- k. Forward to the payroll Administrator every month, an outstanding personnel advances and charges related to T7 for recovery. Ensure that advances taken in a given month are liquidated appropriately or within 5 working days.
- l. Conduct a time sheet audit for field office from time to time.

Major Responsibilities:

Personnel Management

- a. Serve as technical resource person for the accounting department.

Administrative duties

- a. Supervise all activities done daily in the Accounts department.

Supply Chain duties

- a. Review all POs and PRs for proper coding and budget adequacy before approval.
- b. In liaison with Supply Chain department, prepare commitment lists every month for financial obligations already entered into but not captured in financial reports.



Finance/Budgeting

- a. Act at all times in accordance with local law and standards of accounting practice.
- b. Review with the objective of gaining a clear understanding budget guidelines and instructions
- c. Review funding allocations to enable proper guidance to programs and proper coding.
- d. Provide training to program staff on finance issues.
- e. Receptive to training provided and to develop his or her technical and professional competence.
- f. Produce monthly and quarterly reports to be reviewed by Finance Manager/Assistant Finance Controller.
- g. Assist in budget preparation at the field level with Senior Field Manager/FM.

Compliance:

- a. Ensure any violations of the IRC Sexual Abuse and Exploitation Code of Conduct are reported to the Country Director.
- b. The reporting of violations is an obligation on the part of all staff members.
- c. Assist where necessary in undertaking activities that aim to prevent the occurrence of sexual abuse and exploitation of beneficiaries by IRC and other humanitarian workers
- d. Play a key role in planning and rolling out training of and adherence to MRP in coordination with the MRP focal team/person within the country program

Professional Standards

- a. The IRC and IRC workers must adhere to the values and principles outlined in IRC Way - Standards for Professional Conduct. These are Integrity, Service, and Accountability. 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.

Communication

- a. Report to the Finance Manager any irregularities that occur within the IRC office, staff compound and sites on policy and procedures.

Coordination

- a. In coordination with supervisor, carry out appraisals for staff in the department.

Common duties

- a. Attend and participate in trainings identified/organized by his/her supervisor
- b. Follow any new procedures and guidelines designated in circulars from Country Director
- c. Report any violations of the IRC Sexual Abuse and Exploitation Code of Conduct (in-country and World-wide) as per the IRC reporting mechanism. The reporting of violations is an obligation on the part of all staff members
- d. Assist where necessary in undertaking activities that aim to prevent the occurrence of sexual abuse and exploitation of refugees by IRC and other humanitarian workers.
- e. Perform other duties as may be assigned by your supervisor

Qualifications, Skills and Experience:

Bachelor's degree in Accounting or Advance Diploma in Accounting from recognized College/Institutions with a minimum of three (3) years of accounting experience. Computer literate with significant experience in excel, accounting package knowledge (SUN system) will be an added advantage.

Remains productive when under pressure.

Demonstrates a systematic and efficient approach to work.

Works collaboratively with team members to achieve results.

Should be able to plan his/her work daily

Should be computer literate (Microsoft word and excel).



Ability to work in a remote area
Should be a team player
Should have good communication skills
Fluency in English.

Note: The role of the Finance Officer cannot be limited to the specific duties and tasks detailed herein. The success of the IRC's humanitarian mission is the highest priority and all issues which arise must be addressed accordingly. Therefore, the Finance Officer will be required to manage all unforeseen issues and circumstances and remain flexible to perform other duties as and when required.

Working Environment: it is 100% remote location with no proper market.

Standards of Professional Conduct:

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Gender Equality:

IRC 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 parental leave, gender-sensitive security protocols and other supportive benefits and allowances

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 law.

The position is for: **SOUTH SUDANESE NATIONAL WITH ALL THE NATIONAL DOCUMENTS.**

NOTE: Only short listed candidates will be contacted. Applicants should attach photocopies **ONLY** while original will be asked at the interview panel and all the photocopies will remain the property of IRC

How to apply: Interested applicants should submit a **CV with 3 references** and a copy of their **South Sudan national ID**, Mark clearly on the envelope to IRC's application drop box at IRC Offices Ganyiel or Juba or cornerstone or, or by email at ss-HR@rescue.org. Applications will be review by Recruitment committees.

Please remember to indicate the duty station while submitting the application.

WOMEN ARE STRONGLY ENCOURAGED TO APPLY

Approved by Ross



Office Ganyiel
Stephen Bichok