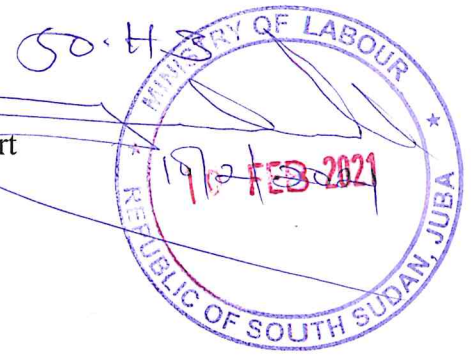




Vacancy Announcement

Job Title: Finance Officer
Band/Level / Grade: 8B – Functional Support
Department: Finance
Location: Maluakon & Panthou
Overtime Eligible: N/A



Background: The International Rescue Committee, one of the world's largest humanitarian agencies, provides relief, rehabilitation, and post-conflict support to victims of oppression and violent conflict in 42 countries. IRC is committed to bold leadership, innovation and creative partnerships. South Sudan, an independent nation since 9 July 2011, is emerging from decades of brutal civil war rooted in disputes over religion, ethnicity, resources, governance, and self-determination. The security situation remains fragile and the operational context is challenging. IRC has been in South Sudan since 1989 and currently operates in Northern Bahr el Ghazal, Lakes, Unity, and Central Equatoria States.

The Main Purpose Job:

- Managing all aspects of day-to-day operations of accounting department in field office.
- Assist in the implementation of Finance policies, procedures, and systems.
- Ensure compliance with IRC procedures and guidelines.
- Submit expenditure worksheets to the Finance Head Office on or before 3rd of every subsequent month.
- Review all payment documents for proper and adequate back up.
- Review expenditure worksheets for accuracy and completeness.
- Liaison with Logistics, Administration and Medical, prepare commitment lists every month for financial obligations already entered but not captured in financial reports.
- Preparer a bank reconciliation for field office and send it to main office by 3rd of every month.
- Liaison with field office bank on all banking issues.
- Ensure that statutory deductions are paid on time to avoid any penalty.
- 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.
- Conduct a time sheet audit for field office from time to time.

Responsibilities

- **Personnel Management**
- Serve as technical resource person for the accounting department.
- **Administrative duties.**
- Supervise all activities done daily in the Accounts department.
- **Logistics duties.**
- Review all Pos and PRs for proper coding and budget adequacy before approval.
- In liaison with Logistics department, prepare commitment lists every month for financial obligations already entered but not captured in financial reports.
- **Finance/Budgeting.**
- Act at all times in accordance with local law and standards of accounting practice.



- Review with the objective of gaining a clear understanding budget guideline and instructions.
- Review funding allocations to enable proper guidance to programs and proper coding.
- Provide training to program staff on finance issues.
- Receptive to training provided and to develop his or her technical and professional competence.
- Produce monthly and quarterly reports to be reviewed by Finance Manager/Assistant Finance Controller.
- Assist in budget preparation at the field level.

Security/Communication

- Communicate with Finance main office on security issues within the office and outside the office.
- Report to the Finance Manager any irregularities that occur within the IRC office, staff compound and sites on policy and procedures.

Coordination

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

Common duties

- Attend and participate in trainings identified/organized by your supervisor.
- Follow any new procedures and guidelines designated in circulars from Country Director.
- 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.
- 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.
- Perform other duties as may be assigned by your supervisor.
- 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.

Key Working Relationships:

- Position Reports to: Field Coordinator
- Position directly supervises: Finance Assistant.
- Other Internal and/or external contacts:
- *Internal: IRC Staff.*
- *External: None*

Requirements:

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.

Working Environment:

Security level orange. The situation in Maluakon and Panthou is calm at the moment. Hopes the signed peace agreement will improve the life of the people all over the country.

Standards of Professional Conduct:

The IRC and IRC workers must adhere to the values and principles outlined in the IRC Way – Code of 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, Harassment-Free Workplace, Fiscal Integrity, Anti-Retaliation, Combating Trafficking in Persons, and several others.

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.

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.

How to apply:

Interested applicants should submit a **CV with 3 references** and a copy of their **national ID** to the **Juba IRC** Head Office-Located in Goshen House 2nd floor or you can e-mail applications to SS-HR@rescue.org not later than 1st **March 2021**.

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.

CLEARLY LABEL YOUR APPLICATION FINANCE OFFICER-MALUALKON&PANTHOU
FEMALE APPLICANTS ARE HIGHLY ENCOURAGED TO APPLY

