



INTERNATIONAL MEDICAL CORPS  
P.O. Box 211-213, Block# 3-K South, Khartoum, Sudan  
www.InternationalMedicalCorps.org



## 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:	Senior Finance Officer (Position 1)
Country Program:	South Sudan
Location of Position:	Malakal
Position Opened for:	South Sudanese only (Internal & External)
Report To:	Finance Manager
Desired Start Date:	ASAP
Advertised date:	28 <sup>th</sup> November' 2025
Closing Date for Applications:	17 <sup>th</sup> December' 2025
Status:	Relocatable

### 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 the 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. Currently International Medical Corps works in Pigi Canal Jonglei State, Malakal, Fashoda, Manyo, Panyikang & Renk in Upper Nile, Wau in Western Bar el Gazel, Nyal in Unity State and Juba POC in Central Equatoria state.



### **ESSENTIAL JOB DUTIES / SCOPE OF WORK:**

#### **Senior Finance Officer Responsibilities**

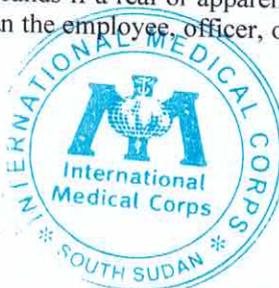
- Oversee daily financial transactions, ensuring accuracy, completeness, and compliance with IMC financial procedures and donor requirements.
- Review and post all accounting entries in the accounting system (e.g., Cost Point, or Deltek) ensuring proper coding and documentation.
- Maintain an accurate and up-to-date general ledger for all country office transactions.
- Monitor cash and bank balances, ensuring sufficient funds are available to meet operational needs.
- Review field site financial reports for accuracy, completeness, and timely submission to the country office.
- Support month-end and year-end closing processes, including accruals, reconciliations, and adjustments.
- Work closely with program and logistics teams to ensure costs are correctly allocated to projects.
- Review Budget vs. Actual (BVA) reports with program managers to ensure appropriate budget utilization and expenditure control.
- Ensure compliance with donor financial rules, regulations, and reporting requirements.
- Prepare donor financial reports in line with contractual timelines and formats.
- Oversee bank reconciliations, petty cash management, and advance liquidation.
- Ensure secure custody and handling of all cash and financial documents.
- Manage payroll preparation and payment in accordance with IMC procedures
- Provide guidance and training to finance and non-finance staff on IMC financial procedures and donor compliance.
- Supervise and mentor finance team members, conducting regular performance reviews.
- Promote teamwork, continuous learning, and professional development within the finance department.

#### **8. 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 Staff:** 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 provide for disciplinary actions to be applied for violations of such standards by IMC officers, employees, or agents.

### **Competencies & Requirements**

#### **Education:**

- Bachelor's degree in accounting, Finance, Business Administration, or related field (Master's degree or CPA/ACCA certification is an added advantage).

#### **Experience:**

- Minimum 3–7 years of progressive financial management experience, preferably with an international NGO.
- Proven experience with multi-donor project financial management (e.g., USAID, ECHO, UN agencies, BHA, etc.).
- Strong knowledge of accounting principles (GAAP/IFRS) and donor compliance.
- Experience in using accounting software (e.g., Deltek Costpoint, QuickBooks, or similar ERP systems).

#### **Skills:**

- Excellent analytical, organizational, and problem-solving skills.
- Strong attention to detail and ability to manage multiple priorities.
- Proficiency in MS Excel and financial reporting tools.
- Strong interpersonal, communication, and supervisory skills.
- Fluency in English (written and spoken); knowledge of local languages is an asset.

### **Core Competencies**

- Integrity and Professionalism: Demonstrates high ethical standards in financial management.
- Accountability: Takes ownership of work responsibilities and ensures timely completion.
- Teamwork: Promotes collaboration and mutual respect within the finance and program teams.
- Communication: Effectively conveys financial information to technical and non-technical audiences.
- Attention to Detail: Ensures accuracy and compliance in all financial documentation.
- Adaptability: Works effectively in a dynamic humanitarian environment.

### **HOW TO APPLY**

Interested candidate (**South Sudanese**) 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**





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are not returnable once submitted) addressing to Human Resource Department IMC.  
addressing to Human Resource Department IMC.

please submit to [SS-Recruiting@internationalmedicalcorps.org](mailto:SS-Recruiting@internationalmedicalcorps.org). Hand delivered applications should be submitted to IMC Malakal Office.

**Note:** Clearly indicate the position you are applying for on subject line of your e-mail.

**Due to the urgency of this position, we may likely fill the position before the closing date.**

**We appreciate your applications; however, Only Shortlisted Candidates will be contacted for interviews.**

*Website for reporting misconduct: [www.InternationalMedicalCorps.ethicspoint.com](http://www.InternationalMedicalCorps.ethicspoint.com). Please do not submit your CV or application to this website, it will not be considered for review*

