



Vacancy Announcement	
Job Title:	Finance Officer- National (01 Position)
Band / Level / Grade:	8B
Department:	Finance
Location:	Maban County- Upper Nile State
Overtime Eligible: (per local law)	Exempt
Opening Date	January 24 th 2023
Closing Date	February 10 th 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 finance Officer has the overall responsibility of assisting a smooth implementation of day to day accounting transactions and ensuring implementation of donors' rules and regulations and IRC finance policies & procedures.

KEY RESPONSIBILITIES:

- ❖ Review monthly financial reports of Maban field site and provide a written report of the finding to Finance Manager for action.
- ❖ Assist in the implementation of Finance policies, procedures and systems.
- ❖ Ensure compliance with IRC procedures and guidelines.
- ❖ Review all payment documents for proper and adequate back up based on authority level.
- ❖ Review monthly expenditure worksheets for both Currencies SP/USD Cash in Office, and bank accounts for accuracy and completeness
- ❖ Prepare bank reconciliation on monthly Basis on Integra.
- ❖ Ensure that proper statutory deductions and settlements are on time to avoid any penalty.
- ❖ Ensure and follow all advances and payables are liquidated appropriately and timely
- ❖ Review of all Travel Expenses Reports, (TERs) and reconciliation of the WFP report.
- ❖ Prepare adjustment JVs related to balance sheet reconciliation in Integra.
- ❖ Prepare Reports in Integra.

ACCOUNT PAYABLES.



- ❖ Processing AP Invoices.
- ❖ Processing Vendor Payments
- ❖ Processing Prepayments
- ❖ Managing Bank Returns
- ❖ Process a Bank Return
- ❖ Uploading Journals Entries
- ❖ cash management
- ❖ Processing Vendor Payments.
- ❖ Monthly Bank Reconciliation

Others

- ❖ Act at all times in accordance with local law and standards of accounting practice.
- ❖ Review with the objective of gaining a clear understanding budget guidelines and instructions.
- ❖ Review funding allocations to enable proper guidance to programs and proper coding.
- ❖ Participate on month end closing and uploading to Integra as per the schedule which will be prepared by Finance Manager
- ❖ Attend and participate in trainings identified/organized by your supervisor
- ❖ Conduct field monitoring visit as necessary
- ❖ Follow any new procedures and guidelines designated in circulars from Country Director
- ❖ Perform other duties as may be assigned by your supervisor

KEY CONTACTS/WORKING RELATIONSHIPS:

Internal:

- ❖ Reports to the Assistant Finance Coordinator- Juba.

External:

- ❖ Regular and open communication with IRC staff from all departments and field offices.

QUALIFICATIONS:

Education:

- ❖ Bachelor's Degree in Accounting, Business Administration, Commerce or Finance with a recognized professional certificate in accounting such as CPA

EXPERIENCE:

- ❖ Minimum 3 years' experience in the financial area of a non-profit organization.
- ❖ Extensive experience in working with computerized accounting systems, standard spreadsheet and database programs, preferably SUN systems and visions.

SKILLS AND ABILITIES:

- ❖ Good written and verbal skills in the English and Arabic 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.



WORK ENVIRONMENT:

- ❖ The position offers programmable workload with quarterly travel to sub-offices to review/update accounting systems and train staff in the field.

Decision Making Authority:

- ❖ None

Core Values and Critical Competencies:

- ❖ Excellent communication skills
- ❖ Initiative
- ❖ Cautious and attentive
- ❖ Improvement mindset
- ❖ Team player
- ❖ Proactive and reliable
- ❖ Firm
- ❖ Stress tolerance
- ❖ Planning and organization skills
- ❖ Building partnership
- ❖ Able to work with limited supervision

I have read and understood the details of the above Job description, the terms and conditions of my contract and the Personnel Policies for National Staff and agree to abide by them at all times. I fully understand that my failure to do so could result in the termination of my work with IRC.

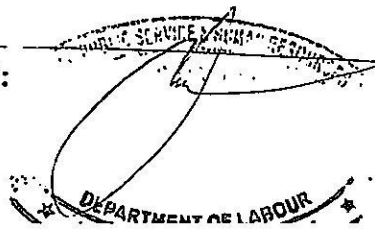
STANDARDS OF PROFESSIONAL CONDUCT:

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/ Maban field office** or, by email to **SS-HR@rescue.org** Not later than **5:00 PM of Friday February 10th 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 OFFICER - MABAN COUNTY.

