



IMA WORLD HEALTH



ADVERTISEMENT

Post Title: Country Finance Director

Number of Vacancies: 01 (one)

Duty Station: Juba

Contract length: One year renewable

Reports to: Regional Finance and Admin Manager-East Africa

Organizational background

Interchurch Medical Assistance, Inc. (d/b/a IMA World Health) is a nonprofit organization dedicated to implementing health care programs in developing countries. Highly motivated and dedicated employees, committed to the mission, vision, goals and objectives of IMA World Health (IMA), make the accomplishment of its mission possible. Accordingly, IMA recognizes that its employees are responsible for its accomplishments and provide the foundation for continued future service to those in need. IMA is a donor-funded organization; therefore, terms and conditions of employment are subject to available project/program funding. An awareness of IMA's purpose and goals will enable employees to benefit from their employment, share a common purpose, and more effectively meet their work responsibilities.

POSITION DESCRIPTION

The Country Finance Director (CFD) is responsible for the financial and administrative performance of the country program. They lead a team that accurately uses agency systems, ensure internal financial controls, monitor, and mitigate financial risk, implement financial compliance measures, support business development and grants management, and produce accurate financial budgets and reports – all in alignment with standard accounting practices, internal policies and procedures, local regulations, and donor rules and regulations.

The CFD reports to the Regional Finance and Administration Manager (RFAM), based in Nairobi, Kenya, with indirect reporting lines to the Country Director and the Director of Finance and Administration – MIHR.

Key Result Areas:

The success of this role is measured by the following KRAs:

1. Perform their finance and administrative functions for the country program in compliance with internal, local, and donor standards.



2. Implement financial and administrative activities at the country program level, ensuring that they are compliant with the organization's policies, processes, and rules.
3. Continuously analyze and seek ways to improve working techniques and processes, as well as the effective communication and implementation of procedural changes.

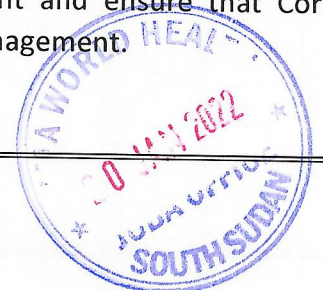
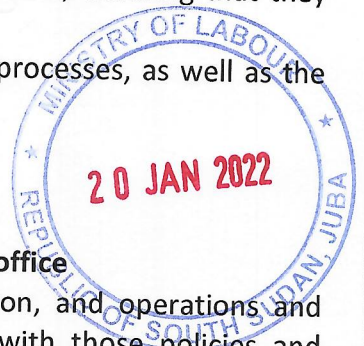
Roles and Responsibilities:

Implements internal controls and financial management systems for the country office

- Implements agency policies and procedures related to finance, administration, and operations and supports non-finance/administration staff in understanding and complying with those policies and procedures.
- Develops and maintains local amendments, captured in the country supplement to the Overseas Finance and Administration Manual to reflect adaptations to agency policies and procedures, based on local law requirements.
- Coordinates country office participation in internal and external audits, provides supporting documentation, assist with the completion of management letters, and implements assigned corrective actions related to financial and administrative system.
- Facilitates annual country program and project level risk and internal control assessments for enterprise risk management framework and reporting.
- Files monthly and annual statements to government authorities for tax, pension, and other legal obligations.
- Ensures proper segregation of duties between the different financial tasks and functions.

Manages financial and administrative functions of the country office

- Leads in the preparation of the annual budget and forecasting exercises together with the CD and other country leadership.
- Oversees performance of team conducting general accounting functions including preparation of accounting books, payment and receipt vouchers, check/electronic payments, bank reconciliations, income and expenditures statements, balance sheet as well as cash flows on monthly and quarterly basis.
- Prepares monthly cash requests for review and approval by the RFAM.
- Maintains the online and paper back up of the country accounting system.
- Reviews journal entries and complete any adjusting entries as necessary, including but not limited to, shared cost allocation entries, amortization entries, and other correcting entries.
- Oversees monthly payroll calculations, deductions, and payments. Tracks leave and severance calculations and maintain proper schedules as recommended by OFAM and ensures costs are accrued as necessary.
- Supports country program leadership and project managers in analyzing budget variances, including generating country program and project reports, researching expenditures to explain spending patterns, making corrections when errors are identified, and advising on program management decisions as necessary.
- Works with Heads of Offices to identify and provide necessary finance management support in each sub-office.
- Monitors currency exchange rates and alert management when/if unusual or unexpected changes occur. Institute measures to mitigate unfavorable foreign currency exchange exposure.
- Understands and keeps abreast of changes in the local legal environment and ensure that Corus adheres to local laws that pertain to taxation and other areas of financial management.



Leads procurement efforts to identifying and obtaining goods and commercial services

- Ensures the smooth operation of the office, including maintenance of office supplies and management of service providers.
- Maintains asset lists and manage appropriate asset disposition per organizational and donor policies.
- Ensures the proper management and tracking of the vehicle fleet, including maintenance and analysis of vehicle use logs.
- Coordinates the acquisition and renewal of insurance as required by law for national personnel and vehicles.

Manages finance and administration components of program support

- Serves as the country point person to the Cost Proposal Lead for business development opportunities, particularly in costing the local expenses and supporting partners in budget development.
- Participates as Finance Lead (or other roles) in Startup or Closeout Teams for projects, as assigned.
- Ensures pre-award assessments is conducted for all new sub awardees and due diligence completed for new and current sub awardees on the prescribed frequency.
- Ensure financial management capacity building plans are incorporated in partner budgets in alignment with their capacity assessment.
- Leads all subrecipient financial monitoring processes in accordance with sub-recipient financial monitoring policy and reviews subrecipient reports prior to subsequent reviews at the regional or HQ levels.
- Strengthens financial and administrative capacity of subrecipients as needed to ensure compliance and sound fiscal management.
- Review country-level budgets and burn rates to ensure adherence to donor restrictions/line-item flexibility and stated restrictions on accepted costs. Support follow up actions to resolve any identified problems.
- Ensures proper project close out in cooperation with the program manager and team and country director.
- Works with the RFAM, Country Director, and the Program Managers on identifying the concerns that should be addressed regarding program budgeting and execution.

Serves as back stopping/surge support for project finance staff

- Support finance, administration, and operations functions in the segregation of duties for small sub-offices such as serving as reviewer of transactions.
- Provide interim coverage for project finance/administration staff during transitions and leave periods, as relevant/required.

Coordinates human resources management systems (in country programs with no dedicated HR staff)

- Coordinate the recruitment and separation of personnel.
- Ensure all personnel contracts and other records are complete and stored in a secure manner.
- Coordinates annual review by local legal counsel to verify compliance of internal human resources policies, contract templates, and handbook with current national labor laws.

Supervisory:

- Oversee the recruitment, training and development of a competent pool of finance staff that can effectively discharge the mandate of finance function.
- Supervise assigned finance and administration staff (Senior Finance Officer, Grants/Finance Officer, other Finance Officers or Cashiers, as applicable)

- Institute performance management, including staff development plans for training and capacity development.

Education:

Bachelor's Degree in Public Accounting, Business Administration, or the equivalent. Master's or Post-graduate course work and an accounting certification is highly desirable.



Qualifications:

1. A minimum of eight (8) years demonstrated experience in public accounting, auditing, and office administration, in the INGO sector. At least two (2) years of supervisory experience required.
2. Three (3) or more years of experience implementing or overseeing financial and administrative aspects of multi-year, high value institutional donor funded programs.
3. Experience applying U.S. government funding rules and regulations, cooperative agreements, and contracts. Other bi-lateral donor rules and regulations a plus (USAID, BHA, FCDO, UN-agency, etc.).
4. Proficiency in using accounting, Word, Excel, PowerPoint, Outlook, SharePoint, and web browser software. Experience in the effective use and management of MIP a major advantage.
5. Experience providing capacity building, conducting financial reviews/monitoring of partner organizations (NGOs, CBOs), and overseeing corrective action plans.
6. Ability to be accurate and attentive to detail in project accounting, tracking, and monitoring, writing, editing, typing and filing.
7. Ability to work effectively both independently and as part of a team.
8. Ability to prioritize, organize and carry out multiple tasks efficiently under pressure and with little supervision; ability to accept supervision.
9. Highly developed analytical and communication skills, and ability to assimilate and process information for wide-ranging audiences.
10. Ability to work with diverse groups of people in multicultural, team-oriented environment.
11. Professional proficiency in written and spoken English. Additional language(s) spoken in the region a plus.
12. Authorization to work legally in South Sudan.

Other Duties:

This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities for the position. Duties, responsibilities, and activities may change at any time with or without notice. All positions are required to perform any additional tasks assigned by the supervisor.

Working Conditions, Travel and Environment

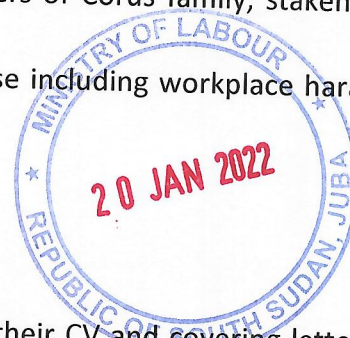
- The duties of the job require regular work at least 5 days/week. The employee must be available to work outside normal office hours or on the weekends as required.
- This position must be able to travel as required for standard domestic business purposes (and occasional international travel), estimated at up to 25% of the time. While performing the duties of this job in different locations, the employee may be exposed to precarious settings under high security risks and/or very basic living conditions and extreme weather conditions, as well as to infectious diseases.

Diversity, Equity, Inclusion and Zero Tolerance to Abuse

As a member of the Corus Family, each employee is expected to:



- Help to develop and maintain an environment that welcome and develop a diverse workforce.
- Foster a work environment where everyone feels valued and included.
- Support employees' evaluation and promotion processes based on skills and performance.
- Promote a safe, secure, and respectful environment for all members of Corus family, stakeholders in general, and particularly for the communities we serve.
- Follow Corus Code of Conduct helping to prevent any type of abuse including workplace harassment, sexual abuse and exploitation, and trafficking in persons.
- Adhere to the Organizational Core Values.



APPLICATION INSTRUCTIONS:

Interested candidates who meet the above conditions should forward their CV and covering letter (which should include the contact details for at least three professional references from previous employers to. The Human Resource Office IMA World Health through e-mail jubahr@imaworldhealth.org, or hand delivered to IMA Office. Deadline for submission is **Wednesday February 9th, 2022, by 5 pm South Sudan Local time.**

Include Name of the position and location in email subject line or on the envelope clearly marked

Application documents once deposited will not be returned to applicants. Applicants are advised not to include any original documents in their application. IMA World Health will not be held responsible for the loss of such documents.

IMA World Health is an equal opportunity and affirmative action employer. IMA World Health prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, age, national origin, disability status, protected veteran status, or any other characteristic protected by US or International law.

Open to South Sudanese nationals only

