



Vacancy Announcement

Job Title: Assistant Finance Coordinator-National
Band / Level / Grade: 6B1
Department: Finance
Location: Juba
Overtime Eligible: (per local law) Exempt

50-4-3
Approved by
8/inspector



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.

Job Purpose/Objective

The Assistant Financial Coordinator has overall responsibility for the finance and grant management functions for the country program. The Assistant Finance Coordinator has responsibilities include oversight of Budget development, monitoring & Compliance, donors report, operating budget update and monitor the spending trend, and staff training & management functions.

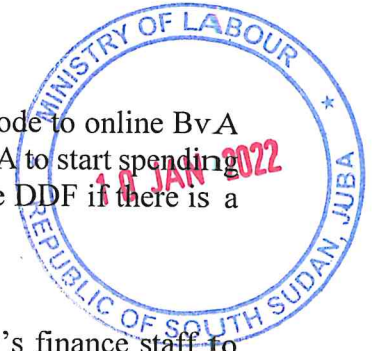
Key Responsibilities

1. Operating budget development and quarterly update

- Operating budget - Working on the formulation of annual operating budgets, operating budget reforecast. Review operating budgets of the allocated filed sites. And updated the Finance Coordinator and DDF on the status of the CO budget position on a regular bases
- Update quarterly CO-operating budget and advise the outcome to the DDF
- Identify any shortfalls in shared costs budget coverage and ensure new budgets cover the appropriate percentage of shared costs and review of unrestricted funding versus approved allocation.
- Assisting in the development and preparation of cost allocation processes for overarching costs that comply with donor regulations on allowable costs. Monitor the CO shared cost spending and advise DDF if there is a deviation from the policy
- Working with program staff & Finance Managers to prepare grant budgets to support new proposals or realignments to ensure adequate coverage of direct and indirect costs
- Review donor financial reports submitted by finance manager as per the donor agreements & contracts and ensuring donor regulations are adhered to for all aspects of the operations



- Monitor the finance managers if they have uploaded the D2-code to online BvA on timely manner and ensure users have an access to online BvA to start spending
- Do a regular analysis of the CO grant spending and advise the DDF if there is a potential over/under spending.



Training & Staff Management

- Develops and implements a training program for the country's finance staff to ensure staff development and minimize IRC's exposure when staff are absent or depart.
- Develop a capacity building plan for field finance staff for the to be capacitated to cover a FM when he/she will be away from office
- Maintains current job descriptions for all positions within the finance group that are under your supervision.
- Ensures comprehensive and constructive performance reviews are completed on a timely basis and facilitates discussion of performance and career options with all country finance staff.
- Oversees training and technical support to country program, logistics and administrative staff for skills improvement in the areas of accounting, reporting and internal control.
- Manages the finance staff activities and schedules to meet the financial reporting requirements and deadlines specified by New York and donors.

3. Financial reporting, Internal Controls & Audit management

- Ensures that all policies and procedures are in compliance with IRC and funding source policies, procedures, and requirements.
- Closely monitors all financial activities and keeps the DDF advised of all situations which have the potential for a negative impact on internal controls or financial performance.
- Review monthly grant actual spending against the spending/procurement plan and advise the budget holders if there is variance
- Maintain accurate forecasts of budget for meeting future spending, including commitments entered into and which obligate IRC to future spending.
- Follow up with HQ, UK or IRC-DE office for collection of long outstanding receivables.
- Develops field visit schedules and performs the completion of country internal control assessment, and initiates actions necessary to correct internal control weaknesses.
- Facilitates and co-ordinates external, internal, donor or government audits
- Represent finance office on bidding process which are higher than \$20K
- Maintains current knowledge of local government requirements related to financial matters and ensures compliance with tax regulations and other legal requirements.



Key Result Areas

Strengthen and maintain the integrity of finance systems, ensuring smooth financial operations for supporting program work, updating and generating timely financial information to the management, donors, partners and other organizational levels.

Required Qualifications:

- A Bachelors degree in Accounting, Business Administration, Commerce or Finance with a recognized professional certificate in accounting such as CPA, or ACCA.
- A Masters degree with a Finance concentration will be an added advantage
- Not less than 5 years at a senior level within the Finance Department of an international organization. Experience in the humanitarian sector will be an added advantage
- Current or previous experience within IRC in a similar role will also be an added advantage
- Extensive experience in working with computerized accounting systems, standard spreadsheet and database programs.

Required Experience & Competencies:

- Good written and verbal skills in the English language.
- Must be comfortable in being a proactive member of the top-management team. Must seek to identify and communicate potential problems and propose solutions to the level of management appropriate to effect solutions.
- Must be able to function effectively in a loosely structured, but complex work environment and to set appropriate priorities and deal effectively with numerous simultaneous requirements
- Ability to carry out responsibilities independently with minimal technical support from within the program organization.
- Must be a patient and good communicator who can function in an organizational environment involving a diversity of cultures, languages, and personal interests and agendas.
- Good at role of facilitator and team player in solving problems.
- Committed to staff training and development

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, 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.

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.

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 Office Juba or, or by email at SS-HR@rescue.org **Not later than 5:00 PM of 28th January 2022.**

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: LEGAL OFFICER – JUBA

WOMEN, MINORITIES AND PEOPLE LIVING WITH DISABILITIES ARE ENCOURAGED TO APPLY.

