



Vacancy Announcement

Job Title: Roving Finance Manager, EHAU
Band / Level / Grade: 7B
Department: Finance
Location: Juba with 80% Travel to field
Overtime Eligible: Exempt
(per local law)



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 unpredictable, and the operational context is challenging. 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 field program portfolio covering health, nutrition, child protection, Economic Recovery and Development (Livelihoods), women's protection and empowerment and general protection. IRC continues to provide life-saving assistance and humanitarian aid to vulnerable South Sudanese and continues to work with the affected to rebuild their lives and restore peace.

The IRC's Emergencies and Humanitarian Action Unit (EHAU) oversees IRC's global acute emergency preparedness and response activities. The mission of the EHAU is to expand and improve IRC's ability to help affected communities survive in acute emergencies and hard to reach contexts by investing in people, systems, and solutions to complicated humanitarian challenges. The EHAU team achieves this mission through ongoing rigorous risk analysis, investing in capacity strengthening of frontline humanitarians, partnership with local actors, offering collaborative support and technical assistance to teams working in emergencies and hard to reach places, and deploying and supporting world class emergency response staff as they help people affected by acute crisis situations.

Job Overview:

The Roving Finance Manager has overall responsibility for the functions assigned. Responsibilities include enforcing Internal Controls, field office monitoring & control, Budgeting & Reporting, Reconciliation and Verification of payments, Staff Training & Capacity Building, and Management of the Financial Accounting Software, QuickBooks. He or She is expected to provide guidance necessary to ensure that the project team has the appropriate financial infrastructure and systems in place to support the strategic vision and mission of the organization. He or She will contribute to the development of the project's strategic and operational plans and be accountable for ensuring and monitoring delivery of the financial plans through targeted and comprehensive financial analytical review. Emphasis will be placed on financial management practices and systems that are compliant with US and local laws, adhere to donor requirements, and are conducive to effective implementation of programs.

Major Responsibilities:

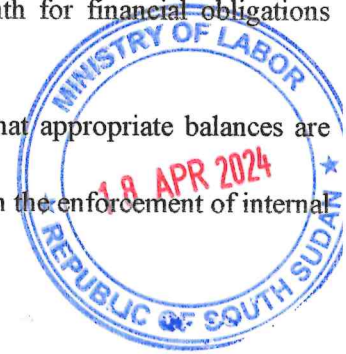
1. Accounting and internal control

- a. Responsible for the management of all aspects of day-to-day operations of accounting department
- b. Ensure the implementation of finance policies, procedures and systems.
- c. Ensure compliance with IRC procedures and guidelines.
- d. Review all payment documents for proper and adequate back-up.
- e. Review spreadsheets before uploading/submitting to accounting System.
- f. Review bank reconciliation monthly.
- g. Liaise with bank on all banking issues.

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- h. Review all PRs, POs and payment requests for proper coding and budget adequacy before onwards submission for approval.
- i. Provide the Payroll Administrator every month, outstanding personnel advances and charges.
- j. Make sure Staff time and efforts sheets tally with the monthly coding.
- k. In liaison with Logistics department, prepare commitment lists every month for financial obligations already entered but not captured in financial reports.
- l. Participate in the committee for vendor selection.
- m. Supervises the preparation of Cash Transfer Requests to HQ and ensures that appropriate balances are maintained to facilitate grant implementation.
- n. Oversees the protection of the country's assets (cash, inventory, NEP) through the enforcement of internal control policies and procedures.



2. Grant management

- a. Reconcile grant financial reports.
- b. Prepare grant reconciliations for Program and Finance review and sign off.
- c. Inform the grant owner of major budget fluctuations, significant overspending or underspending.
- d. Liaise with country office and HQ regarding any grant reconciliation or payment request as necessary.
- e. Responsible for conducting financial and general compliance monitoring.
- f. Review the Cash requests and ensure timely transfer of funds and review of grant advanced amounts versus expenditures reported.

3. Budgets development, Operating budget update and, Donor Reports

- a. Working with program staff to prepare grant budgets to support new proposals or realignments to ensure adequate coverage of country operating costs and HQ direct and indirect costs.
- b. Assisting in the development and preparation of cost allocation processes for overarching costs that comply with donor regulations on allowable costs.
- c. Operating budget - Working on the formulation of annual operating budgets, operating budget reforecast and quarterly reviews.
- d. Preparation of donor financial reports as per the donor agreements & contracts and ensuring donor regulations are adhered to for all aspects of the operations.
- e. Active participation in grant opening, closing and review meeting and providing feedback on all finance related action points.
- f. Review of actual vs. budget results to ensure maximum utilization of budgeted amounts and to provide recommendations for realignments as required.
- g. Ensure that Budgets v Actuals are provided to relevant parties on time and accurately by the 15th of every month.
- h. Work with program staff to update grant spending plans monthly.
- i. Review budget correction forms and ensure journal vouchers are prepared and uploaded into the accounting system by the 10th of each month.
- j. Be a focal person for assigned grant reporting and budget development.
- k. Submit accurate and timely donors report to relevant staffs.

4. Training & Capacity Building

- a. Develops and implements a training program for the country's international and national staff to ensure staff development and minimize exposure when staff are absent or depart.
- b. Oversees training and technical support to country program, logistics and administrative staff for skills improvement in the areas of accounting, reporting and internal control.

5. Document Management

- a. Review internal system of record retention to ensure compliance with policy.
- b. Ensure maintenance of uniform standards for documentation, including forms, support documents etc. for partner's file
- c. Ensure sufficient procedures for retention of documents, proper and systematic filing for ease of access.

d. Control access to financial records to authorized staff only.

Job Requirements:

- Bachelor's degree required.
- Three years of work experience in Finance
- Experienced user of Excel, Word, PowerPoint, and ERPs (INTEGRA). Knowledge of QuickBooks is an added advantage.
- Should be able to work in a multicultural setting with different dynamics.
- NGO experience preferred, including understanding of institutional donors' (USAID, DFID, ECHO, and others) procurement policies.

Demonstrated Skills and Competencies:

- Excellent problem solving, communication, and influencing skills within a matrix environment.
- Ability to document partner requirements and specifications in conjunction with subject specialists, measure and drive adherence to requirements and specifications, and handle internal and supplier relationships to achieve desired results.
- Strength in meeting or exceeding project achievements and deliverables, while multitasking and prioritizing.

The IRC Core Values and Commitments:

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 and PSEA policy: The IRC has a zero-tolerance policy for safeguarding/PSEA violations by staff, incentive workers, visitors, sub-grantees, suppliers/sub-contractors, and implementing partners. Safeguarding/PSEA 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 because 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 national ID to Human Resources Juba IRC Country Head Office-Located in APTECH Africa Office Building 3rd Floor, Plot 63 Block AXIII Hai Malakal, Juba, South Sudan or you can e-mail applications to SS-HR@Rescue.org not later than 7th May 2024 @ 4:30pm.

NOTE: Only shortlisted 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, ROVING FINANCE MANAGER, EHAU - JUBA

“WOMEN, MINORTITIES AND PEOPLE LIVINING WITH DISABILITIES ARE ENCOURAGED TO APPLY”.

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