



Vacancy Announcement

Job Title: Finance Officer
Band / Level / Grade: 8B
Department: Finance
Location: Juba
Overtime Eligible: Exempt
(per local law)



Background/IRC Summary:

The International Rescue Committee (IRC) is one of the largest humanitarian agencies in the world, providing relief, rehabilitation, and post-conflict reconstruction support to victims of oppression and violent conflict. IRC has worked for over eight decades in the world addressing both the immediate, lifesaving needs of conflict affected people in an emergency and the reconstruction needs in post conflict societies. The IRC is committed to a culture of bold leadership, innovation in all aspects of our work, creative partnerships, and thorough accountability to those we serve.

SUMMARY OF RESPONSIBILITY:

IRC South Sudan is working to achieve optimal performance in terms of program quality strengthening operations and finance department by emerging tools, systems, and staff capacity to adhere to IRC policies and procedures and donor compliance.

KEY RESPONSIBILITIES:

INTEGRA and Month End Processing

- Prepare cash forecasts and Cash Transfer Requests for overall program keeping in view the monthly cash needs.
- Monitor inventories from integra and share with concerned staff.
- Oversees internal and external commitment for Ending grants.
- Posting of entries ensuring proper controls are enforced and appropriate systems in place to maintain all required supporting documentation.
- Support closeout and review journals
- Review of key journal prior to loading – field financial reports balance sheet, currency clearing and adjustment journals
- Ensure that all monthly bank reconciliation sequentially filed and presented to the DDF and CD for signature before the 21st of every month.

Financial Reports

- Review and approve field payments through integra.
- Review of Monthly payrolls
- Preparation of the Balance sheet file

Budgets & Donor Reports

- Work on Grant D2 preparation to post to integra
- Ensure Budgets are coded and uploaded into Integra.
- Ensuring donor regulations are adhered to for all aspects of the operations
- Assist the Finance Manager in the preparation of timely donor reports as per the donor agreements & contracts.

Bank & Cash management

- Check bank reconciliations balance comparing with balance sheet.
- Review finance documents up to the assigned Authority limit
- Ensuring internal control procedures are followed for all cash disbursements, receipts, and transfers.

Audit

- Internal audit activities as required by the Finance Manager
- Assist in grant audits and verification.

Staff management

- Regular and open communication with IRC staff from all departments.
- To represent the finance department in the weekly tender committee meetings when nominated to do so.
- To be the Finance Manager's back up in all aspects

February 2022



- Carry out finance orientation for new incoming staff and training non-finance staff.

QUALIFICATIONS:

- A bachelor's degree in finance/Business Administration with minimum CPA qualification.
- At least three years of finance and accounting experience in a similar post
- Knowledge of fund accounting, procurement and financial management of US and UN cooperative agreements.
- Knowledge of Microsoft Office software. SUN System Accounting is an added advantage.
- Ability to work independently in a rapidly changing professional environment with a view towards establishing administrative procedures and protocol that will ensure optimal functioning of the operation
- Excellent interpersonal, organizational, and time management skills
- Supportive personnel management style and ability to work in and as a team
- Strong leadership skills
- Excellent spoken and written English.

The IRC and IRC staff 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.

We are committed to narrowing the gender gap in leadership positions. We offer generous benefits that provide an enabling environment for women to participate in our workforce including parental leave, gender-sensitive security protocols and other supportive benefits and allowances. We welcome and strongly encourage qualified female professionals to apply.

All staff, regardless of role, are required to create a culture of client responsiveness by requesting and using client feedback data to make decisions. In addition, all staff are expected to demonstrate inclusiveness when making programmatic decisions and working with clients, partners and colleagues from diverse backgrounds. You can read more about the IRC's commitment to client responsiveness here: <https://www.rescue.org/resource/client-responsiveness-introduction-and-faq>

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 law.

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 Goshen House 2nd floor or you can e-mail applications to SS-HR@Rescue.org not later than **5th May 2023 @ 5:00pm**.

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, FINANCE OFFICER.

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

