



Approved



Catholic Medical Mission Board

Job Advertisement

Finance Officer

D/Labour

Position Title: Finance Officer
Department: Finance
Location: Juba Office
Reports: Finance manager
Deadline: 16th October 2023

ABOUT CMMB

Catholic Medical Mission Board (CMMB) is an international developmental organization that believes in a world in which every human life is valued, and health and human dignity are shared by all. We believe that access to quality healthcare is a basic human right. For nearly 110 years, we have worked with global partners to deliver locally sustainable, quality healthcare solutions to women, children, and their communities. For further information on CMMB South Sudan, visit our webpage at www.cmmb.org.

CMMB has been working in South Sudan for over a decade providing a package of integrated health services to vulnerable populations through its Children And Mothers Partnerships (CHAMPS) program. CHAMPS focuses on redressing issues that affect the health and wellbeing of mothers, children and newborns. CMMB supports the Ministry of Health (MOH), working with other health partners, to provide a continuum of care through integrated health services (MNCH, nutrition, WASH, Child Protection and GBV) and health infrastructure strengthening at the community, facility, County and State levels. CMMB also supports Health Information System strengthening through accurate and timely electronic systems, reproducing, and disseminating health registers and training of SMOH data clerks.

Job Summary

Under Direct supervision of Finance and Compliance Manager, Finance Officer works closely to ensure smooth running of finance department. Finance Officer is responsible for day today departmental activities that includes payment processing, Ensuring compliance with all relevant policies, payroll processing, Monitoring & reconciling of balance sheet accounts, support on subgrants/ sub-recipient engagement and monitoring and support in preparing reports as may be delegated by supervisor.

Detail Job description

Payment Processing:

- Ensure all payments are processed immediately when submitted to finance department.
- Verify all payment documents and ensure arithmetic accuracy and compliance with all relevant policies. Payment documents should have all relevant supporting document attached. (Requisition, bid analysis, invoices, GRN etc.).



- FO on daily basis reviews payment vouchers that have been submitted for payments and ensure full compliance with CMMB policies and donor as well.
- Ensure all payment documents are in compliance with statutory rules e.g. tax and other costs principles of allocable, allowable and reasonableness.
- To avoid payment delays, FO ensures timely feedback to staff and vendors on any document or information required to make payment.
- Ensure proper coding combination (Account code, fund, project code etc.) for all payments both on the voucher and in MIP.
- Follow up payment with Juba team and ensure all invoices at Country Office are cleared before end of every month.

MIP Accounting Data entry:

- Ensure quality data entry on daily basis in MIP. Quality Data entry involves accurate capturing of all information required by the system and making sure description in accounting system are properly articulated, clear and speak for itself.
- Ensure data entered in MIP have correct budget codes, amounts and clear description.
- Enter Journal vouchers for advances reconciliation, corrections and amortization. Ensure adequate supporting documents are attached to every journal voucher before entry in MIP.

Monitoring and Reconciling balance sheet accounts:

- Monitor all balance sheet assets accounts (Cash, Bank, Advances, Prepayments) and ensure accurate data entries in those accounts, do monthly reconciliation and produce monthly detail report on outstanding balance/items.
- Monitor all balance sheet liabilities accounts (Accrued payments, Salaries payable, accrued benefits, Taxes) and ensure accurate postings in those accounts, do monthly reconciliation and produce monthly details report on outstanding balances/ items.
- Ensure timely reporting of expenditures related to advances, prepayments, accruals etc.
- Follow up on timely liquidation/reconciliations of advances, prepayments and clearance of advances.
- Follow up all outstanding cheques and ensure they are cleared on time (Not more than 3 months)
- Follow up accrued expense and ensure accruals are cleared on time.
- Ensure proper documentation of all entries related to balance sheet accounts.
- Provide recommendation for clearance of long outstanding items on balance sheet.

Sub-grants engagement and monitoring:

- Support in monitoring of sub-grants through subgrants financial management capacity assessment.
- Review expenses submitted by sub-grants for accuracy and compliance
- Maintain sub-grants files (Assessment, contract and any other important document)

Monthly reports and donor reports:





- Work closely with team in reconciling various balance sheet accounts before month end close.
- Review expenditures posted in MIP for accuracy of data (Coding, amounts, description etc.) before month end close.
- Prepare invoices /finance report to donors as may be directed by supervisor.

Others:

- Finance officer supports finance assistant and ensure he/she is able to perform the duties assigned efficiently.
- Support in providing financial information, documents, analysis as may be requested by supervisor, Auditors, or program team.

Qualification of ideal candidate:

***Bachelor's degree, preferable in accounting or related field
Professional qualifications ACCA or CPA is required.***

Experiences required:

- *At least three (3) years' experience in general accounting and accounts payable department.*
- *With at least 2 years supervising direct reports.*
- *Strong knowledge of rules and regulations surrounding disbursements activities*
- *Strong knowledge of the procurement process from requisition to payment with an excellent sense of best practice.*

How to Apply:

Interested applicants should submit their application together with resume/CV including telephone and email contacts of three (3) referees as well as your daytime telephone/cell phone contact number to CMMBSouthSudanjobs@cmmmb.org indicating the position and location you have applied for on the subject line of your email.

Please note:

1. Deadline for receiving application for this position is the 16th of October 2023
2. CMMB South Sudan promotes gender equality and encourages qualified female candidates to apply.
3. Only short-listed candidates will be contacted for assessments.

