



Vacancy Announcement

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



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. 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 11 field offices including in Juba with program portfolio covering health, nutrition, child protection, economic recovery and development (ERD)/livelihoods, EH, Education, women's protection, and empowerment and general protection. IRC continues to provide life-saving assistance and humanitarian aid to vulnerable South Sudanese, trying to rebuild their lives and restore peace. The IRC's new strategy in South Sudan will prioritize improving health, safety, and economic well-being, targeting women, children, and other vulnerable groups.

Duties and 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.
- Prepare Journals and uploads to the system 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 –financial reports, currency clearing and adjustment journals
- Ensure weekly and monthly bank reconciliations are performed, filed and shared to Juba timely.

Financial Reports

- Review and approve field payments through integra.
- Review of Monthly payrolls
- Ensure strong internal controls and policies are checked and followed by all IRC staff.

Budgets & Donor Reports

- Work closely with the Juba Finance team and advise on wrong transaction coding
- Ensure all transactions are coded in line with approved budgets.
- Perform monthly Integra BVA review and advise the program and Field coordinator accordingly.
- Ensuring donor regulations are adhered to for all aspects of the operations.

Bank & Cash management

- On regular basis, check bank reconciliations in the system against the physical cash, reports any discrepancies to the Field coordinator timely and seek support from Juba Finance manager.
- Review finance documents up to the assigned Authority limit
- Ensuring internal control procedures are followed for all cash disbursements, receipts, and transfers.
- Ensure all cash received are uploaded into the system within the same date it is received.

Audit

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

Staff management

- Work closely with the Finance Assistant, set clear key performance indicators/goals.
- 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.
- Carry out finance orientation for new incoming staff and training non-finance staff.

Minimum Requirements

- 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
- Knowledge of an ERP Integra 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 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 **8th January 2025 @ 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, FINANCE OFFICER - RUMBEK, SOUTH SUDAN

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

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A handwritten signature in blue ink, appearing to be "B. J. J.", is located to the right of the official stamps.