



INTERNATIONAL MEDICAL CORPS

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MINISTRY OF LABOUR PUBLIC SERVICE
GOVERNMENT OF SOUTHERN SUDAN
DIRECTORATE OF LABOUR AND INDUSTRIAL RELATIONS
442-6622
26 September 2011
20 SEP 2011

JOB VACANCY

International Medical Corps (IMC) is a global humanitarian nonprofit organization dedicated to saving lives and relieving suffering through medical relief and health care training programs. In South Sudan, IMC focuses on emergency relief and development interventions, and has been working in Tambura, Malakal, Pochalla, Walgak, Akobo and Kajo Keiji Counties of Western/Central Equatoria since 1994 and in the Jonglei State since 2005.

IMC is advertising for Sudanese national to fill the following position:

Job Title	Senior Accountant
Location	Juba
Job Title of Supervisor	Finance Manager
Job Titles of Persons Supervised	None
Deadline	12 October 2011

ESSENTIAL JOB FUNCTIONS:

- Enter financial data/vouchers in the financial database/ACCPAC on monthly basis;
- Prepare final reports like Trial balance, Balance Sheet and other reports required by the Management.
- Review payment documents for accuracy and completeness of the transactions according to IMC financial policies and Donor procurement guidelines;
- Prepare Payroll of Juba office in coordination with the HR/Admin Manager or his representative, and review payroll for the approval of Finance Manager from field sites.
- Coordinate with Finance staff of the field offices;
- Prepare vouchers and make payments to the vendors/ suppliers;
- Prepare Bank reconciliations of all bank accounts maintained by IMC S.Sudan programme.
- Interact with the bank officials;
- Review the financial documents / vouchers of the field offices for their accuracy and compliance, and send feedback to the field sites based on the findings.
- Follow up with field Finance & Admin Assistants on various issues of concern,
- Visit Field sites on regular basis to provide active support to all sites,
- Handle petty cash in the absence of cashier,
- Send daily cash report to the HQ, after getting data from all field offices,
- Address any queries from the External and Internal Auditors or from the HQs.

KNOWLEDGE AND EXPERIENCE:

- Bachelor's Degree in Finance and Business Administration, ACCA, CPA or other equivalent qualification.
- Minimum 2-3 years' experience of working in the Finance departments of any international organization preferably NGO.
- Experience of working on computerized accounting system preferably ACCPAC.
- A strong attention to detail, and ability to prioritize responsibilities.
- Can work independently or with minimal supervision.
- Be a team player,
- Good oral and written English skills.
- Good computer skills on MS Office programs, especially in MS Excel & MS Word.
- A demonstrated ability to multi-task and process information into action as quickly as possible according to the need of the programme.

Application letters and resumes indicating daytime contact numbers and email addresses should be sent to hrssudan@InternationalMedicalCorps.org or hand delivery to IMC Juba office at Nimra Talata Area, near Juba Basketball stadium by 12 October 2011, for consideration. Only short listed candidates shall be called.

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APPROVED
LABOUR HQ
Sign:.....

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