



Vacancy Announcements

The International Rescue Committee (www.rescue.org) is a non-profit, non governmental organization providing relief, rehabilitation, and post-conflict development for those uprooted or affected by violent conflict.

IRC is seeking qualified local candidates for the following positions:

Job Title: Budget Officer

The Budget Officer will support the country program in effectively and efficiently developing, monitoring and reporting on grant specific budgets in line with program, country office, IRC global and donor requirements.

RESPONSIBILITIES:

The Budget Officer shall be part of the Grants Unit, but will have an essential communications link to the finance team. Under the supervision of the Grants Coordinator, the Budget Officer shall be based in Juba head office.

Budget Development

- Work with Grants Coordinator and DDP to plan budget development for new or follow-on funding opportunities and budget modifications.
- Develop detailed, comprehensive and accurate budgets for funding submissions.
- With input from program staff, develop detailed budget narratives as required by donor.
- Ensure that proposal budgets are in line with donor rules and regulations and adhere to required formatting.
- Ensure that internal IRC (global and country program) budget development processes, rules and regulations are followed.

Budget Management

- Develop and share spending plan formats for new or revised awards.
- Prepare monthly budget vs. actual formats for new awards in accordance with donor and IRC rules to support effective budget and grants management.
- In close coordination with Finance Unit, generate and distribute monthly budget vs. actual (BvA) reports for current grants.
- Compile monthly BvA feedback from field managers and budget holders and share with Finance Unit, flagging key issues to grants unit and senior management team.
- Support Grants Unit efforts to build budget management capacity of program staff.

Donor Reporting

- In close coordination with the Finance Department and Grants Coordinator, ensure that systems are in place following receipt of new awards to support required financial reporting to the donor.
- Prepare draft donor financial reports for review by finance team.
- Analyse monthly financial reports to identify potential problems in accounting or compliance.
- Ensure timely submission of financial reports to the donor.

REQUIREMENTS

Education

- Bachelors degree in accounting, business administration, commerce or finance. Recognized professional certification preferred.

Experience

- Minimum of three years of accounting experience.
- Demonstrated ability to develop and provide oversight for complex budgets. Experience with multiple budget formats and reporting regulations, including various governmental and UN donors - USAID/OFDA/BPRM, ECHO, SV, Danida, DFID and UNHCR, UNICEF - preferred.
- Experience with various computer and financial related software, especially Excel.
- Experience with an international non-governmental organization preferred.

Skills and Abilities

- Able to communicate effectively (written and verbal) in English.
- Able to function comfortably in a complex environment, working and prioritizing multiple tasks.
- Good time management and interpersonal skills.

- Excellent organizational skills and ability to determine priorities and meet multiple deadlines;
- Detail-oriented with good multi-tasking abilities and communication skills, both oral and written;
- Comfortable making decisions.
- Able to work well both within a team and independently, in a challenging and fast-moving multicultural environment.

To Apply: Qualified candidates are encouraged to submit their full CV with a covering letter to the following email address: human.resources@sudan.theirc.org . Please indicate the post title in the subject.

Deadline for submission: 27 September 2011

IRC is an equal opportunity employer.