



## VACANCY ANNOUNCEMENT International Rescue Committee (IRC) in Southern Sudan

The International Rescue Committee ([www.Rescue.org](http://www.Rescue.org)) is a non-profit, nongovernmental organization providing relief, rehabilitation, and post-conflict development for those uprooted or affected by conflict.

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*IRC is seeking a qualified South Sudanese national for a position of:*

**Job Title** Finance Officer

**Duty Station:** Juba

**Main Purpose of Job:**

The finance Officer has the overall responsibility of assisting a smooth implementation of day to day accounting transactions and ensuring implementation of donors' rules and regulations and IRC finance policies & procedure

**Main Duties: Finance Duties:**

1. Review monthly financial reports of **Ganyliel** and **Panthou** field sites and provide a written report of the finding to Field Manager for action
2. Assist in the implementation of Finance policies, procedures and systems.
3. Ensure compliance with IRC procedures and guidelines.
4. Review all payment documents for proper and adequate back up based on authority level.
5. Make sure soft and hard copies of the financial documents are received from **Ganyliel** and **Panthou** twice a month on 15th and 30<sup>th</sup> respectively.
6. Review monthly expenditure cash books and bank reconciliation sheets of **Ganyliel** and **Panthou** for accuracy and completeness
7. Prepare Balance sheet reconciliation and distribute to all sites for action
8. Prepare adjustment JVs related to balance sheet reconciliation ready for uploading to SUN
9. Review bank reconciliation for **Ganyliel** and **Panthou** field offices every month
10. Ensure that proper statutory deductions and settlements are on time to avoid any penalty.
11. Follow up all outstanding staff and program advances with Field finance Officers and for **Ganyliel** and **Panthou** are liquidated appropriately and timely.
12. Review PRs, Bid analysis and payment request for proper coding and budget adequacy before approval based on authority level.
13. Ensure salary control account, PIT, NSSF and Severance for national staff is reconciled on a monthly basis with working schedule.
14. Ensure balance in account 2330/2340 is ZERO by the end of every month.
15. Prepare cash flow forecasts and Cash Transfer Requests for overall program keeping in view the monthly cash need.

**Others**

1. Act at all times in accordance with local law and standards of accounting practice.
2. Review with the objective of gaining a clear understanding budget guidelines and instructions.
3. Review funding allocations to enable proper guidance to programs and proper coding.
4. Lead month end closing and uploading to SUN as per the schedule which will be prepared by Finance Manager
5. Attend and participate in trainings identified/organized by your supervisor
6. Conduct field monitoring visit as necessary
7. Follow any new procedures and guidelines designated in circulars from Finance controller.  
Perform other duties as may be assigned by your supervisor

**Qualification**

- Bachelors Degree in Accounting, Business Administration, Commerce or Finance with a recognized professional certificate in accounting such as CPA
- **Experience:**
- Minimum two years experience in the financial area of a non-profit organization.
- Extensive experience in working with computerized accounting systems, standard spreadsheet and database programs, preferably SUN systems and visions.

**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](mailto:human.resources@sudan.theirc.org). Please indicate the title of the position applied for in the subject line of the email. Alternatively, applications can be hand-delivered to IRC's Office Juba located in Hi Cinema. Please clearly mark the position title. **Deadline for submission: 9<sup>th</sup>, May, 2012**

**NO EDUCATION DOCUMENTS NEEDED PLEASE!!!, ONLY CV**