



POSITION DESCRIPTION

Senior Finance Officer for South Sudan

Reports To: South Sudan Representative

Classification: Exempt

Job Summary:

This position is responsible for all aspects of financial management for programs managed by IMA World Health (IMA) in South Sudan. This position will be the primary liaison with the CFO at IMA HQ for financial and accounting matters and will ensure compliance with IMA World Health internal policies and procedures as well as donor regulations.

The successful candidate will display an impeccable professional standard of finance ethics as well as the willingness and ability to enforce compliance with IMA World Health and donor policies and procedures is essential. S/he will have demonstrated the ability to multi-task, meet deadlines and process information in support of changing program activities is necessary. The ability to interact effectively with international and national personnel both in a managerial as well as training capacity is required. An ability to support programmatic objectives with timely and meaningful financial information is essential. The successful candidate must be willing to travel regularly to field program offices and project sites and conduct himself/herself both professionally and personally in such a manner as to bring credit to IMA World Health.

Essential Functions:

1. Plan and implement systems for financial operations in all project offices in Sudan and in the Nairobi office in accordance with the IMA World Health policies and procedures and donor regulations, including systems for cash flow management, budgeting, consolidation of accounting information, internal controls, financial reporting, financial record-keeping, grant management and compliance.
2. Train all MDTF program finance and accounting staff in project offices in Sudan.
3. Supervise support staff in Nairobi and Juba offices.

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4. Maintain banking relations and plan and monitor country cash flow requirements to ensure the smooth implementation of programs
5. Provide monthly standard accounting submissions to IMA World Health Headquarters, including general ledger files, account reconciliations, expenditures by cost center/project, required sub-grantee reporting, as well as other financial information in a timely and accurate manner.
6. Responsible for monthly cash reconciliation with IMA World Health HQ office.
7. Review financial reports, journals and transactions in the program offices and liaise with the management on a regular basis.
8. Provide monthly financial reports to the South Sudan Representative, including expenditures by budget category, sub-grantee reporting and other financial information, in a timely and accurate manner.
9. Develop annual fiscal year budgets with the South Sudan Representative and develop and implement grant budgeting and forecasting systems with Team Leaders.
10. Perform internal audits and reviews as required to ensure compliance with IMA World Health policies and donor requirements. Report these results in a timely manner to IMA World Health HQ.
11. Effectively stay abreast of donor policies, procedures, rules and regulations; compile and update applicable local policies; and train program and partner staff in these policies.
12. Develop and maintain local office policies and procedures and provide training for all issues related to local financial matters.
13. Analyze compensation packages, taxation requirements and human resource policies for local staff to ensure that IMA World Health has adequately accounted for the financial impact of local staff compensation and benefits.
14. Co-sign all checks and transfers from project checking accounts
15. Coordinate a commodity/inventory tracking system for project commodities and ensure reporting of this inventory back to IMA HQ
16. Oversee and coordinate annual external audit of IMA World Health projects in South Sudan, as required, with a local, approved auditing firm
17. Facilitate review and approval of contractual agreements with sub-recipients, including review of budgets and scope of work.
18. Monitor financial activities of partners in accordance with sub-grant agreements.
19. Review and monitor partners' financial reporting and compliance while providing additional technical assistance to partners as necessary to maintain high standards of compliance.

Additional Responsibilities:

1. Performs related work as assigned
2. International travel required

Qualifications (Required):

1. Four or more years of progressive financial management experience is required.
2. BA/S or equivalent in accounting or finance is required. An advanced degree is preferred.
3. Three years international experience is required; international NGO/PVO field office experience is preferred.
4. Knowledge of rules and regulations governing the compliance/regulatory management of grants from World Bank, US Government and other agencies is an advantage.

5. Thorough knowledge of MS Excel and experience with accounting software is desired.
6. Excellent oral and written English skills are highly desirable.
7. Demonstrated experience and skill with budget preparation, analysis, financial reporting and presentation.
8. Demonstrated attention to detail, ability to follow procedures, meet deadlines and work independently and cooperatively with team members is required.
9. Strong accounting skills and experience, including management of the general ledger, journal entries, payroll, payables and balance sheet
10. Prior management and supervisory experience required.
11. Ability to work effectively and independently in a cross-cultural environment with diverse personalities and working styles.
12. Strong interpersonal skills that demonstrate a proven record of being an effective part of a team-oriented staff.
13. Appreciation for and willingness to commit to the corporate mission of IMA as a service arm for relief and development agencies

Qualifications (Preferred):

1. Professional Maturity – Maintains a positive outlook, motivates self and team to work constructively under pressure. Responds resourcefully when challenges arise and accepts responsibility for actions, learning and change. Arrives at work and appointments on time.
2. Analytical Thinking – Builds a logical approach to address problems or opportunities; manages the situation at hand by drawing on own knowledge and experience base and calling on other references and resources as necessary. Approaches analysis with an unbiased, impartial view.
3. Oral and Written Communication – Clearly and effectively expresses ideas, thoughts and concepts verbally and in written or graphic form, using correct and appropriate grammar, organization and structure, and effective presentation media and techniques. Uses appropriate media and approach to present ideas formally to individuals or groups with required impact.

Living Conditions:

The position will be based in Nairobi, Kenya with travel to Juba, South Sudan and to other areas of operation in the States of Jonglei and Upper Nile in South Sudan. It is expected that travel will be 2030% of the time.

July 3, 2008