



Vacancy Announcement

Finance Officer – (1 Position)

Location: (Juba)

ICAP at Columbia University seeks highly qualified and experienced candidates to fill the positions of **Finance Officer** to be based in Rumbek Regional Office, South Sudan. The position is for a period of 10 months subject to renewal on availability of funding and very good performance.

ICAP at Columbia University, is a global health leader situated within the Columbia University Mailman School of Public Health in New York City. ICAP's global team supports programs and research that address major health issues, HIV, Covid -19 response, malaria, tuberculosis, maternal and child health and non-communicable diseases. Headquartered at Columbia University's Mailman School of Public Health in New York City, has offices in over 20 countries. Our multidisciplinary team includes staff with technical, clinical, implementation, research, operations, program and financial management expertise.

ICAP ensures the wellness of families and communities by strengthening health systems around the world.

The **Finance officer** working under the guidance and direction of the Project Lead and Finance Manager, the Finance Officer will ensure compliance to administrative and financial procedures, ensure sound management of Global funds, track expenditures and support of the implementation of the Global Fund project in South Sudan.

The **Finance Officer** under the direct supervision of the **Senior Finance & Grants Officer** will.

- Ensure accounts are consolidated monthly in line with the required deadlines
- Ensure payments with supporting documentation to service providers and reimbursements to employees are completed as outlined in ICAP's Standard Operating Procedures and donor rules and regulations
- Ensure receipts and financial documents are correct and submitted for approval to concerned supervisors
- Support regular financial forecasting in line with program activities
- Consolidate timely financial reports (records, forecasting, check registers, etc.) and other reports/documents as required by HQ
- Ensure that taxes/customs fees are paid monthly and within the deadline
- Ensure appropriate auditing procedures and Global Fund requirements are followed.
- Track line item expenditures in budget and report weekly, the balance of the budget versus expenses.
- Initiate all checks and transfers for Global Fund projects.
- Ensure all expenditures conform to the approved budget lines and with the availability of funds.
- Review and correct the coding of expenses for Global Fund and its sub-recipients.
- Coordinate the budget preparation process in collaboration with Project Managers for Global Fund project based on past and projected activities and anticipated procurement for the coming fiscal year.
- Coordinate the preparation and submission of reports to Project Management on a monthly basis.

- Oversee and coordinate reviews of the Global Fund projects by the Local Funding Agent.
- Prepare financial reports of the projects on monthly/quarterly basis, as appropriate.
- Maintain current and accurate accounting data for the Global Fund Project.
- Oversee monthly bank reconciliation for Global Fund bank accounts.
- Monitor prior approval requirements for grants, i.e.; international travel, trainings, etc.
- Support the development, revision, and dissemination of rules and internal procedures
- Develop and follow finance activities for the finance team and financial/accounting activities
- Adhere to risk management/risk mitigation plans
- Safeguard the assets of the organization by certifying the inventories of fixed assets
- Adhere to systems that address recommendations from internal audits/compliance reviews
- All other duties assigned by supervisor.

ICAP is looking for a candidate with the below required skills & experiences:

- Bachelor's degree in Accounting, Finance, or related field is required. Prior experience with Global Fund project/financial management will be an added advantage.
- At least three (3) years' experience in accounting and working with an international NGO
- Knowledge of accounting software including QuickBooks
- Ability to work independently to meet set deadlines
- Ability to adhere to and implement ICAP, donor, and Columbia University policy and procedures
- Ensures honesty and integrity is upheld in all work assignments and exhibits a positive and professional demeanor in and outside of the workplace that exemplifies and furthers the mission, vision, and values of the program
- Ability to work in a multicultural environment

Application Deadline is December 17, 2021.

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