



Vacancies Announcement

Ivory Bank was established in 11 November 1992 and became operational in August 1994 in Khartoum accordance with Sudan company act 1924, amended 1987 as public limited Company. In Juba 2008 the bank was re-registered with the same name under South Sudan Company Act 2003. Now, Ivory Bank has the largest banking network in the country. Therefore, Ivory Bank is looking for qualified South Sudanese candidate in the following positions.

JOB DETAILS	
Title	Senior finance officer
Job location	Juba, Head office
Position	Two (2)
Department	Finance
Report	Finance Manager /Director
Position Scope	The Senior Finance officer is responsible for balance sheet analysis, prepare consolidate Report to BSS, profit& account bill payment and meeting all the stakeholders' expectations. Senior Finance Officer can direct, guide and control all the operational and management functions as well as staff matters in department.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- Business Growth and Development**
 - Ensure that cash in balance sheets
 - Help manager to manage expenses and income in the department
 - Analysis Profit & loss of all branches
 - Prepare Consolidated financial report
 - Support the development and implementation of business development initiatives with a focus on growing branch business volume, customer base and income in line with business strategy.
 - Develop and implement sales and profitability plans to ensures achievement of Bank target.
 - Promote the provision of excellent customer service in the Bank to facilitate superior customers' experience and business growth.



- Ensure that credit is administered as per credit policies and procedures and in line with prudential guide line
- Monitor branches activities and decide on difficult situations
- Responsible for projection of business grow on monthly and quarterly basis

2. **Operation Management**

- Oversees effective delivery of services in branch in line with agreed services
- Authorize all internal and external transfers
- Authorize batch posting, check deposit and clearance checks
- Prepare monthly returns and send to head quarter
- Ensures that days cash close normally and print balance sheet immediately after closing for reviews
- Inter-branches control authorization
- Ensures that branch's current and fixed assets are held in safe custody
- Plan, organize, lead, coordinate and control all branch operation
- Participate in handling problems of staff and institute disciplinary action against concerned staff

3. **Performance and staff management**

- Provide the overall co ordinations, leadership, motivations and management of performance of all staff in the branch
- Initiate business innovations and modification strategy
- Appraise and review all staff report and make appropriate recommendations
- Recommend staff for appropriate training
- Ensure leave roster and approved for staff is implemented as planned
- Supervise all staff and ensure discipline is maintained

COMPETENCY/QUALIFICATION &SKILLS

Skill and personality attributes required undertaking the jobs

- Budgeting skills
- Leadership skill and marketing skill
- Facilitation skills, problem solving skill ,creative and innovation skills
- Ability to work on his own initiative
- Business awareness and assertive in relationships managing
- Thorough and profound to details
- Strong supervisory and team management skills
- Communication- verbal and written skills
- Knowledge of bank's products and services
- Knowledge of bank's operating procedures, bank policies and provision of the staff manual



Essential qualification and experience

- University degree in well recognized University
- Postgraduate qualification in business and related field is an asset
- Two years services exposure in banking industry, sale services and operations
- 5 years' experience in financial position
- Sound knowledge in banking service, products and solutions including lending and credit administration
- Proven success in customer services relationship management and business development acumen
- Knowledge of branch operation
- Ability to manage and implement change initiative by taking ownership and working with all stake holders

How to Apply

*Interested candidate should submit his/her CV, cover letter, academic documents and apply through Human resource department Box and email. ivorybank2012@gmail.com and **you are strongly advised to write the position you apply for in your cover letter and job location.***