

VACANCY ANNOUNCEMENT



1. Introduction

Cordaid is a Dutch, international non-governmental organization which combines 100 years of experience and expertise in emergency aid and structural poverty eradication. Cordaid believes in a world without poverty and exclusion. We strive for a just and sustainable society where every person counts. We stand for knowledge and talent sharing between North and South, between farmers and businesses, between activists and policymakers. Where poverty, conflict and exclusion tear up societies, we connect people and communities. We also stand for professionalism, expertise and solidarity across borders, to make a difference where it is most needed. Together with more than 600 partner organizations in Africa, Asia, the Middle East and Latin America we structurally improve the living conditions of the poorest and most excluded populations - the bottom billion.

Cordaid has been active in South Sudan for more than 20 years, with a strong focus on civil society capacity-building. Currently it has programmes in the area of emergency response, RDRR, health, food security. Cordaid is active in five States in South Sudan.

Position Title: Senior Finance Officer (Donor Reporting & Compliance)

Report to: Finance Administrator

Duty Station: Juba

2. Purpose of the position:

The Donor Accountant (Donor Reporting & Compliance) is responsible for monitoring all donor transactions and making sure these are captured appropriately into the accounting system with specific donor budget codes and project numbers. The incumbent also monitors that all donor project expenses are budgeted for. He/She is responsible for preparing donor reports and works with programme managers to make sure that the donor reporting schedule is well monitored and followed so that all donor reports are prepared on a timely basis to give the reviewers more time to check on the reports and finalize them on time without inconveniencing the donors on submission time.

3. Key Responsibilities and Accountabilities:

- Monitors that all donor transactions captured into the accounting system to make sure these are appropriately captured with the correct donor project codes.
- Works with programme managers to make sure all donor expenditures are on budget and that all activities are in line with donor agreement.
- Works with Programme Managers on any changes to project activities and makes sure these are captured into the new donor reports.
- Keeps all records of donor agreements and budgets including new amendments to project activities, and files these in well labeled files for audit purposes.
- Prepares donor reports on a timely basis at least two to three weeks before date of submission to donor to allow for reviews and any necessary adjustments.



- Prepares budget monitoring reports on monthly basis.
- Manages the donor project documents selected for audit so that these are well maintained and returned to appropriate filing system after the audit is over.
- Liaise with the Finance Assistant and Finance Officer in preparing for donor audit by getting all the project expenditure documents and assessing that these are adequately supported.
- Works with programme managers to make sure that all expenditures that involve distributions have adequate distribution lists on file for beneficiaries who received the materials.
- Works with the Programme Managers in monitoring that Partner financials are upgraded and their reports up to donor standards, and training them in adherence to donor regulations and in preparing for donor audits.
- Manages the donor audit and makes sure all the selected documents are presented to auditors.
- Working on monthly month-end processes.
- To do any other Job as assigned by the Management.

Qualifications, skills and competencies

- University Degree in Accounting, Finance / Business Administration.
- Minimum of 3 years working experience with INGO financials, preferably, in South Sudan
- Understanding of donor regulations and procedures
- Must be honest and hardworking with a sense of responsibility.
- Ability to work under pressure and meet strict deadlines.
- Capable of multi-tasking and working in a team.
- Ability to handle confidential and sensitive information.
- Ability to record financial information accurately.
- Excellent computing skills, use of accounting software, excel, and word.

Signatures:

4. Further information & how to apply

Applications including a motivation letter together with a detailed CV in English, with the contact details of three professional references, including most recent employer / supervisor, should be submitted **before December 07 at 17:00 hrs GMT** via email recruit.cordaid.ss@gmail.com or you can hand deliver them to our office located behind the Equatoria/UAP Tower, just a few meters after the Strome Foundation.

Cordaid is an equal opportunities employer, and women are strongly encouraged to apply.
All applications submitted cannot be returned. This position is only for South Sudanese citizen.

