



INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT
Vacancy No: JBA-2019/17/5/8

Who we are?

The Danish Refugee Council (DRC) is a private, independent, humanitarian organization founded in 1956 currently working on all aspects of the refugee cause in more than 25 countries throughout the world. The aim of DRC is to protect refugees and internally displaced persons (IDPs) against persecution and to promote durable solutions to the problems of forced migration, on the basis of humanitarian principles and human rights. DRC works in accordance with the UN Conventions on Refugees and the Code of Conduct for the ICRC and NGOs in Disaster Relief.

The protection and assistance to conflict affected population is provided within a long-term, regional and rights-based approach in order to constitute a coherent and effective response to the challenges posed by today's conflicts. Assistance consists of relief and other humanitarian aid, rehabilitation, support to return and repatriation as well as promotion of long-term solutions to displacement and its causes. In addition, support and capacity building of local and national authorities and NGOs form an integral part of DRC's work.

Country and Project Background:

The Danish Refugee Council/Danish Demining Group (DRC-DDG) has been working in Sudan since 2004 and was subsequently present in South Sudan when it gained independence in 2011. DRC-DDG South Sudan programme's current focus is on supporting forcibly displaced and conflict-affected people, including refugees, internally displaced persons (IDPs) and returnees, to access their rights in a safe and secure environment. Currently DRC-DDG is operational in Greater Equatoria, Unity and Upper Nile States. Currently the South Sudan Programme works in 5 field locations in the sectors of Camp Coordination and Camp Management, Protection, Shelter/NFI, and Food Security and Livelihoods and Demining.

DRC-DDG Seeks to Recruit:-

Position Title	Senior Finance Officer
Report to	Area Manager
Duty Station	Malakal
Contract Type	Fixed-term with possibility of extension depending on funding availability
Employment Start Date	As soon as Possible
Eligibility	South Sudanese National Only
Salary	According to DRC DDG Salary policy - non negotiable
Advertisement Closing Deadline	6 th June, 2019

Purpose of the post

The Finance Officer main objective is to provide efficient and effective financial management according to DRC's internal and donor procedures, as per the Operations Handbook. The position will support Malakal Area.

Responsibilities and Tasks

Cash Management

- Implement financial policies and procedures in accordance with DRC Operational Handbook.
- Liquidity management: establish monthly fund requirements and maintain defined max/min liquidity (cash) levels in the cash safe. Subsequently, submits cash flow forecast every 25th of the month to the Finance Specialist the Juba office.
- Maintain updated list of authorized signatories and ensure the area.



Accounting

- Responsible for bookkeeping i.e. maintaining updated journals and ledgers in DRC Dynamics
- Review, pay and post cash advance requests created and approved in DRC Dynamics
- Review, pay and post expense reports, PO Invoices, Cost Invoices created and approved in the DRC Dynamics
- Ensure open advances are closed within a month and that advance SOP is adhered to
- Stage Cost or PO invoice for vendor payments and related bookkeeping as per DRC-Dynamics requirements
- Fund request from Country Office and creating/ maintaining Journal entries and related record in the system
- Liaise with Juba for staff payroll and Community Workers Incentives payment and maintaining related record in Dynamics
- Update monthly staff salary template for posting onto the salary journal
- Create monthly incentive workers expense journal
- Monitor project budgets closely and advice Area Manager/Project Managers on any issues of concern.
- Monthly and ad hoc reconciliation of the accounts payables.
- Monthly and ad hoc reconciliation of the accounts receivables

Budget Control

- Assist with preparation of program and operational budgets.
- Provide period reports on posted, pending and committed expenses to budget holders
- Communicate on grants liquidation period and ensure pending and committed expenses are settled within the period

Audit

- Maintain proper documentation as per DRC South Sudan guidelines and periodic transfer of files to Juba
- Support to adequately prepare for both internal and external audits.
- Act as the focal contact for financial queries in the area.

Program Support

- Ensure compliance with donor requirements regarding financial management.
- Train staff on compliance with DRC internal financial controls tools.
- Support program teams' and managers' in building staff capacity in financial management.
- Provide support to Abrouc team in the absence of the finance officer and other ad hoc support when needed

PERSON SPECIFICATION

Qualifications and Experience

- At least 3-years work experience in relevant field INGO or other agencies experience in financial management
- Proficiency in use of automated Financial Management systems and accounting software preferably DYNAMICS
- Knowledge of computers: word processing, database management packages.
- Proven ability in the implementation of large-scale programs.
- High integrity, pro-active, stable, robust character and a good team-player
- Highly motivated, results-oriented, and with well-developed problem-solving skills.
- Ability to cope with heavy workloads and to work under pressure to meet tight deadlines.
- Excellent communication skills
- Excellent analytical and negotiation skills.
- Proven commitment to accountability practices.
- Proven ability to prioritize tasks, meet deadlines, and work with limited supervision

Education

- Degree or Diploma in Accounting, Commerce

Languages

- Excellent Communication skills in English required.
- Knowledge of Arabic is an advantage.

How to apply

Please send a covering letter outlining how your skills and experience meets the Person Specification along with your CV, National ID card and Academic documents to Human Resources Department through



jobs.southsudan@drc-ssudan.org or submit your hard copy application to the Human Resource Department to the attention of HR Manager DRC-DDG Office located along Addis Ababa Road opposite NPA Mine Action Main Office Juba. Those in Malakal can submit to DRC-DDG Office addressed to **HR & Admin Assistant** in Malakal

Further information

Title of the position/vacancy number MUST be clearly marked in the application and on envelop.

Gender Equity: DRC-DDG is committed to achieving gender parity in staffing at all levels. In light of this, women candidates are particularly encouraged to apply to bridge the gender gap.

Equal Opportunity: DRC-DDG is an equal opportunity employer. We value diversity and we are committed in creating an inclusive environment based on mutual respect for all employees. We do not discriminate on the basis of age, sex, disability status, religion, ethnic origin, colour, race, marital status, or other protected characteristics.

Please note, as this position is urgent, applicants may be shortlisted and interviewed prior to the closing date. We appreciate your application however, only short listed candidates will be contacted for interview. If you have not been contacted within two weeks of the closing date, we regret that your application has been unsuccessful. Please continue, however, to periodically review our website, South Sudan NGO Forum website <http://comms.southsudanngoforum.org/>

