

**DORCAS**  
RELIEF & DEVELOPMENT

## VACANCY ANNOUNCEMENT

**Position:** Senior Finance Officer  
**LOCATION:** Wau, South Sudan  
**START DATE:** ASAP  
**DURATION:** One year with possibility of extension

Dorcás is a Christian relief and development organization which operates from the Netherlands through different field offices within Eastern Europe, Middle East and Africa. Dorcas is committed to fulfil the command of Jesus Christ to care for and empower the poor and oppressed. Dorcas accomplishes this by promoting self-reliance through Development, the provision of social care and assisting in emergency situations.

Dorcás South Sudan is looking for an English-speaking South Sudanese, for the position of **Senior Finance Officer** to be based in Wau, Wau State (Western Bahr el Ghazal). In this position the incumbent will be responsible for all accounting and financial affairs. The senior finance Officer Reports to the Finance manager and he/she act as his replacement when the Finance Manager is not in the office.

### Key Result Areas:

#### Accounting

- Review of Accounting policies that are in line with local laws and practices and with the Dorcas Worldwide finance and Accounting policies;
- Contribution to the development and maintenance of accounting procedures;
- In charge of the daily accounting of all transactions in the organization;
- Ensure timely monthly closure of the accounts of the total organization;
- In charge of the Invoicing register;
- Prepares and monitors the project budgets of the field office and submit regular analysis of deviations to the finance manager;
- Support the preparation of annual financial reports for the field office as well as the projects;
- Supports the preparation of the project budgets in cooperation with the project managers and the finance manager;
- Support the preparation of periodic financial statements including a written narrative analysis of project expenditures and forecasts for the donor and the field office in cooperation with the Finance Manager;
- Ensure proper financial documentations with easy and quick traceability;
- Support the finance manager in the allocation of cost to projects in a systematic manner.

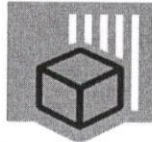
#### Financial affairs

- Prepare monthly cash flow forecasts in coordination with the project team;
- Ensure timely funding of south Sudan operations through IHQ transfers;
- Ensure finance procedures are up to date and in line with government regulations.
- Ensure finance procedures are adhered to by the whole organization

#### Required Qualification & Experience

- Qualification in Accounting, Financial Management or equivalent;
- At least 3 years post-qualification professional experience, ideally within an (I)NGO;





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- Excellent knowledge of financial processes and accounting standards;
- Experience in financial reporting.
- Experience and knowledge in using an Accounting software package.

**What we offer**

- Working environment with scope for professional and personal development;
- Dorcas offers a gender sensitive working environment.
- A competitive salary in the senior scales of the organization that takes into account the qualification and experience of the candidate.

**How to apply**

Please submit your application (including CV, cover letter and contact details of 3 referees), ONLY by email to [office@south-sudan.dorcas.org](mailto:office@south-sudan.dorcas.org). Please indicate clearly the post you are applying for, by mentioning in the subject matter of your covering letter.

**Closing date: 9<sup>th</sup> April, 2019**

Only shortlisted candidates will be contacted.



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19/03/19