

EXTERNAL VACANCY ANNOUNCEMENT**Vacancy No. JBA 2023/06/10/0001****Who we are:**

The Danish Refugee Council (DRC) is a private, independent, humanitarian organization founded in 1956 and currently working on all aspects of refugee cause in more than twenty-five 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.

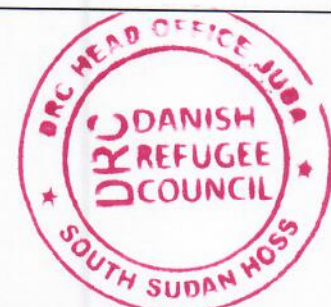
The protection and assistance to conflict affected population is provided within a long-term, regional and rights-based approach in order to constitute a coherent and effective response to the challenges posed by today's conflicts. Assistance consists of relief and other humanitarian aid, rehabilitation, 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 (DRC) has been working in Sudan since 2004 and was subsequently present in South Sudan when it gained independence in 2011. DRC 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 is operational in greater Equatoria, Unity and Upper Nile, Jonglei and Western Bahr El Ghazal States, working in the sectors of Camp Coordination and Camp Management, Protection, Shelter/NFI, Food Security and Livelihoods, Mine Action and peacebuilding.

DRC Seeks to Recruit:

Position Title	Finance Specialist
Reports to	Country Finance Manager
Duty Station	Juba
Contract Type	Standard
Employment Start Date	As Soon as Possible
Salary	According to DRC Salary Policy
Eligibility	South Sudanese Nationals Only
Advertisement Closing Deadline	26th October, 2023



Overall purpose of the role

The Finance Specialist 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 is base in Juba with occasional visits to DRC area offices.

Key Responsibilities

Accounting:

- Responsible for Monthly matching of balance sheet accounts and send back to HQ within the given period.
- Monthly upload of UNHAS book in to project expense journal and reconcile with WFP statement.
- Periodic reallocation of costs to projects including rebooking.
- Monthly do reversal of salaries deductions and salaries cash payment to vendor account.
- Monthly share intercompany transactions list with Budget holder for cost allocation and send to Finance officer
- In absent of Finance Officer, Monthly create all off line transactions into DRC dynamics as per intercompany journals rules (BCD Invoice, Dynamics user license, Vehicle insurance, staff Insurance, Danimex invoice for Thuraya etc.
- In absent of Finance Officer, Monthly book MRDC invoice to project according to cost allocation sheet shared by the budget holders and settle the vendor account.
- Monthly booking of amortization costs, in absent of Finance Officer, and make booking to project of any deposit accruals or purchase of Assets on loan from HQ or RO
- In absent of Finance Manager, do Periodic booking of HQJ, interests gained, and fees in to DRC Dynamics.
- Accountable for Bi-weekly advance closure follow up.
- Prepare the MEC file for Finance Manager review.

Project Management:

- In absent of Finance Officer Refund process unspent budget amounts, make transfer to Donor account for any unspent and ineligible costs.
- Assets reconciliation against TDL, reconcile all asset against TDL for each grant, in absent of Finance Officer.
- Support the Finance Manager/Coordinator on monthly updating of master budget
- Support the Finance Manager/Coordinator on creating projects in Dynamics (WBS, Expense Forecast) and share the WBS with budget holder
- Resource scheduling when covering for Finance Manager/Coordinator
- Creating BFU templates, in absent of the Finance Manager/Coordinator.
- Periodic grants financial report including payment request in absent of Finance Manager/Coordinator
- Periodic email on project closure financially in absent of Finance Manager/Coordinator.



Treasury:

- Keep a track of cash/bank balances in country office as well as in area offices and alert the management for any balance dropping down or exceeding the DRC thresholds.
- Keep track of daily payments and ensure all the payments are processing within the lead time and daily payment tracker is updated accordingly.

Reporting:

- In absent of Finance Manager, Manage, Monthly report.
- Any other financial analysis requested by the Management.

Finance Review:

- Review Staff final entitlement, NSIF, gratuity and expense claim
- Monthly review payroll, especially bank charges and salaries deduction
- Keep track of staff advances and notify the senior management for any overage advance.
- In absent of Finance Officer, checking of exhaustiveness of invoices, review all documents attached to PO and cost invoices/advance closures in accordance with DRC DDG Procurement Policies and Procedures

Education:

- Bachelor's Degree in Accounting and Finance, CPA/ACCA, or Related Field from a recognized university or college
- Experience & Skill
- 5 years' work experience in financial management and/or accounting.
- Proficiency in Dynamics/ERP system financial software, MS Excel and MS Word as well as good grasp on Internet and email communication.

Find the definition of DRC's Core competencies [here](#)

All DRC staff should master the 5 core competencies:

- **Striving for excellence:** you focus on reaching results while ensuring an efficient process
- **Collaborating:** you involve relevant parties and encourage feedback.
- **Taking the lead:** you take ownership and initiative while aiming for innovation.
- **Communicating:** You listen and speak effectively and honestly.
- **Demonstrating integrity:** you act in line with our vision and values

Languages:

- Fluent in written and Spoken English. Working knowledge of Juba - Arabic and/or other local language will be an added advantage.

Key stakeholders: (internal and external)

- DRC staff at country office and field office levels
- Implementing partner staff
- Donors
- Government tax authorities



How to apply

Please send a cover letter outlining how your skills and experience meets the Person Specification along with your CV to Human Resources Department through ssd-jobs@drc.ngo OR Submit your hard copy application to the Human Resource Department to the attention of HR Officer DRC Office in Juba or to any DRC field offices.

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

Further information

Please note, as this position is urgent, applications will be reviewed on a rolling basis and interviews held prior to the advert 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/> for other suitable opportunities.

Equal Opportunities:

DRC is an equal opportunity employer. We value diversity and we are committed to 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.

Safeguarding:

DRC's Capacity to ensure the protection of and assistance to refugees, IDPs and other persons of concern depends on the ability of our staff to uphold and promote the highest standards of ethical and professional conduct in relation to DRC's values and Code of Conduct, Safeguarding and Anti – Corruption policies including safeguarding against sexual exploitation, abuse and harassment. DRC conducts thorough and comprehensive background checks as part of the recruitment process.

