



ZOA-Dorcac South Sudan is an international NGO that was established in May 2022 as a result of the merger between ZOA and Dorcac in South Sudan. Both ZOA and Dorcac have been in operation in South Sudan from 1998 and 2008 respectively.

ZOA-Dorcac South Sudan is implementing humanitarian, recovery and development programs, applying the (triple) nexus approach that aims at enhancing resilience and adaptation to ever changing circumstances, including climate change. It is building upon its extensive experience and expertise in especially TVET & entrepreneurship, FSL and WASH, Nutrition and Peacebuilding & Reconciliation implemented across Western Bahr El Ghazal, Warrap and Jonglei State as well as Greater Pibor Administrative Area. The Country office of the organisation is in Juba, with program offices in Akon North (Warrap), Bor (Jonglei), Pibor (GPAA) and Wau (WBeG).

The organization is currently seeking for suitable candidates for the Position of Finance Officer to be stationed in Bor, Wau and Pibor areas.

Position: Finance Officer (3)

Location: Wau, Bor, and Pibor

Start Date: As soon as position

Duration: One year, with possibility of extension depending on performance and funding.

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JOB PURPOSE

- In this position the incumbent will be responsible for day-to-day accounting and financial affairs of the field office. The Finance Officer reports administratively to the Programme Manager and Technically to the Finance Coordinator.

Key Result Areas

Accounting

- To ensure implementation of Accounting Policies in line with local laws and practices and in accordance with donor requirements.
- Responsible for processing all cash and bank payments at the field Office.
- Responsible for recording all cash and bank transactions at field office.
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- update ERP with all cash transactions and ensure timely reconciliation of physical cash and ERP balances..
- Ensuring that weekly and monthly reports are collated and filed.
- Support in timely monthly closure of the accounts of the organization.
- In charge of maintaining and updating staff work advance register and follow-up for settlement of any overdue advances including providing information for payroll deduction.
- Responsible for documentation and electronic filing of all financial records and maintaining custody of original hard copy files
- Responsible for recording vehicle, and flight costs for all locations.
- Support the Finance Coordinator and SHRO in preparation and reconciliation of payroll. And ensuring that NRA and State Departments taxes due are paid on time and maintain a tracker and information sharing with Field Offices.
- Ensure that all vouchers are defaced "PAID" and a donor name is also indicated on all payment vouchers

Financial affairs

- Support sub-grants start-ups, assessment, financial monitoring and evaluation, and close-out processes.
- Support Bi-annual and annual asset/inventory management review process by Operations department.
- Support treasury, risk and compliance reviews, budgetary monitoring and commentary writing.
- Any other duties as maybe assigned.

PREFERRED SKILLS/QUALIFICATIONS:-

Essential qualification

- Bachelor's degree in Finance, Accounting, or equivalent field.
- Level 2 of Professional Accounting Course such as: ACCA, CPA, CIMA, or CFA is required.
- At minimum of 5 years' experience in a similar role, ideally within an (I) NGO.
- In-depth knowledge of financial regulations and accounting processes and standards.
- Outstanding analytical and time management skills.
- Experience in financial reporting.
- Experience and knowledge in using an Accounting software package such as ERP.
- Excellent written and verbal communication skills in English.



Desirable qualification

- Flexibility and pro-active and servant attitude.
- Good knowledge of context of South Sudan especially Wau, Jonglei and Central Equatoria.

What we offer

- Working environment with scope for professional and personal development;
- Being part of a professional, dedicated, motivated, and intercultural team;
- ZOA Dorcac offers a gender sensitive working environment;
- A competitive salary that takes into account the qualification and experience of the candidate.

How to apply

If you believe that your qualifications meet the requirement of the position above, kindly submit your application (including CV, academic credentials, copy of your Nationality ID, and contact details of 3 referees) by email to recruitment.southsudan.wau@zoadorcac.ngo or hard copies of your application to ZOA- Dorcac office in Juba, located at Nyakuron West, plot no. 85, Block G Two, Yei Road. Please indicate clearly the position you are applying for and duty station in the subject of your email and all application documents.

Closing date: 8th December 2023 at 5:00 PM

Only shortlisted candidates will be contacted.

Note:

This position is for South Sudanese Nationals ONLY. Female candidates are highly encouraged to apply.

All staff is required to sign and adhere to the ZOA-Dorcac Code of Conduct including Child Safeguarding (Following guidelines of PSEA-Project against Sexual Exploitation and Abuse).

Recruitment is subject to successful completion of all applicable background checks, including references and criminal record checks.