

VACANY ANNOUNCEMENT

**SHEJEH SALAM ACTIVITY
SCOPE OF WORK**



TITLE: Finance Director

DURATION OF CONTRACT: Up to September 30, 2023, renewable

LOCATION: Juba, South Sudan

SUPERVISOR: Deputy Chief of Party – Operations and Finance (DCOP-OF)

Are you passionate about advancing career in Finance Unit? Join our motivated and talented Shejeh Salam team as Finance Director. This is a great opportunity for Finance professional to advance their career and be a part of a dedicated and dynamic team implementing meaningful activities around South Sudan.

Activity / Project Background:

Under contract with the U.S. Agency for International Development (USAID), DT Global South Sudan is implementing the five-year, Shejeh Salam Activity in South Sudan. The Shejeh Salam Activity is building the foundation for a more stable and socially cohesive South Sudan that will enable local actors to build community cohesion to promote peace processes and peaceful co-existence; civil society actors to advocate for peace and reconciliation and participate in civic processes; provide trauma awareness services to communities; and access to media that is providing accurate, fair and thorough information to mitigate the impact of rumor and misinformation. The Shejeh Salam Activity currently programs in Juba, as well the USAID's priority States of Unity, Western Bahr el Ghazal, Upper Nile, Greater Jonglei, and Eastern Equatoria, although geographic focus may shift.

Position Summary:

The Finance Director (FD) is responsible for maintaining the project's financial and administrative systems and records, according to DT Global South Sudan/Shejeh Salam and US Government rules and regulations. Furthermore, the FD will manage and oversee the finance team in Juba and field offices.

Duties and Responsibilities:

Responsible for financial direction and compliance according to USAID and DT Global South Sudan/Shejeh Salam policies and procedures, as well as South Sudanese legislation and Generally Accepted Accounting Principles (GAAP). Furthermore, responsible for leading and overseeing DT Global South Sudan/Shejeh Salam's finance team and financial systems, including:

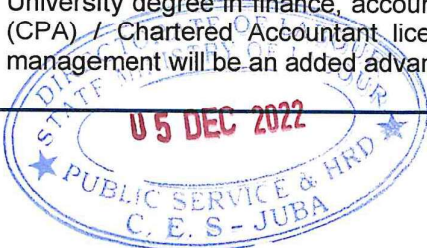
- Designing and entering a Reorganization structure according to project needs
- Describing billing computations for entry
- Creating vendors
- Approving and posting vouchers
- Processing payments
- Performing billing inquiries and reporting
- Generating financial reports
- Writing off unbillable accounts
- Correcting posted invoices
- Reconciling unbilled receivables



- Maintain account code system to match the DT Global South Sudan/Shejeh Salam corporate Chart of Accounts
- Manage the maintenance and upgrade of financial, payroll information systems
- Review and approve all Field Office Expense Reports (FOERs) submitted by the finance team. Ensure the accuracy and completeness of the FOERs prior to upload and after upload; oversees required corrections in conjunction with the Home Office
- Ensures the upload of all required financial documentation and back-up to the DT Global South Sudan/Shejeh Salam online system
- Work with DCOP-OF, the Project Accountant, and Program Management Unit (PMU) team in the DT Global South Sudan/Shejeh Salam home office to analyze and resolve any non-billable expenditures
- Map detailed invoice costs to create summary fiscal reports for USAID against the approved budget; respond to USAID on any invoice queries
- Review and approve all accounts receivables (Advances) reports developed by the Finance Officers/ Specialists
- Ensure the steady flow of project funds, through timely and accurate fund replenishment requests; enacting cash controls to ensure there is a minimum of unutilized funds in the field; prepare monthly cash forecasts for the Chief of Party's review and approval
- Work closely with the Chief of Party on forecasting project burn rates, developing financial management tools; track and analyze spending data by location and by component area against the approved budget; provide regular reports on this information as requested by, USAID, the COP and DT Global South Sudan/Shejeh Salam
- Advise Department heads on spending trends, finances available by budget line item, fluctuations in burn rates
- Produce accurate and timely DT Global South Sudan/Shejeh Salam Corporate financial reports
- Report to the Chief of Party and Home Office any inconsistencies or problems with field accounts; recommend corrective actions as necessary
- Conduct monthly audits of local expenditures as reported by the Field Office including local bank reconciliation and US dollar expenses & Petty Cash accounts
- Establish and maintain internal controls to ensure compliance with South Sudanese financial legislation, and USAID and DT Global South Sudan/Shejeh Salam policies and procedures
- Regularly review the DT Global South Sudan/Shejeh Salam Field Office finance regulations and templates to ensure current practices are compliant and address any policies that are not practical
- Respond to DT Global South Sudan/Shejeh Salam internal and external auditors' comments concerning finances and oversee required action to address deficiencies
- Ensure Shejeh Salam remittances to the appropriate authorities are made in a timely manner and in compliance with South Sudanese Tax Law
- Provide internal training and mentoring on a periodic basis, upgrading the knowledge, skills, and competencies of the finance team
- Respond to any queries submitted by the field offices with regards to compliance with DT Global South Sudan/Shejeh Salam and USAID policies
- Staff Educational Development: Manage the process of approving benefits requests and maintain an educational development database
- Employees' Medical Benefits: Coordinate with the human resources (HR) department to ensure that staff health insurance and medical benefits for long-term, short-term, and temporary employees are satisfactorily managed and update the medical policies as needed
- Liaise with the HR Department to ensure that administrative issues including but not limited to government entities, and the private sector are addressed
- Any other tasks as assigned by your supervisor or Chief of Party

Education and certifications:

- University degree in finance, accounting, or related field required, a Certified Public Accountant (CPA) / Chartered Accountant license desired. Additional education and or training in HR management will be an added advantage.



Key Position Competencies and Experience:

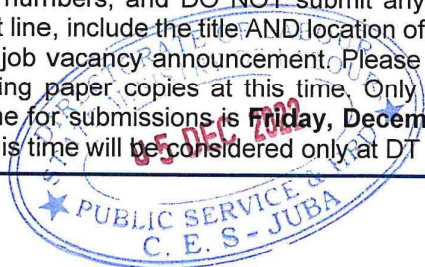
- At least 10 years of progressive experience in finance and accounting, including at least a year as the head of a Finance Department of an International Implementing Partner or Non-Governmental Organization
- Prior experience working on USAID-funded projects, including recent experience with stabilization, peacebuilding, and/or democracy and governance projects
- Proficiency in Microsoft Office programs
- Experience in developing financial management tools, and designing financial and accounting systems at an organization level
- Experience training and mentoring staff
- Experience with accounting software systems, including QuickBooks and Quicken
- Demonstrated experience in forecasting project burn rates, tracking and analyzing, and budget management
- Demonstrated financial management, accounting, planning and communication skills
- Knowledge of the South Sudan Labor Act 2017 as well as the financial and tax laws
- Experience in overseeing HR processes including staff health insurance, medical benefits, employees' contracts, leave tracking
- Is proactive, has strong prioritization skills, and excellent time management
- Ability to work cross-culturally and has strong interpersonal skills
- Experience developing relationships both internally and externally, has strong interpersonal skills and is enthusiastic
- Demonstrated problem solving and analytical skills, good judgement, and strong attention to detail
- Possess demonstrated leadership skills, humility, and self-awareness
- Excellent English writing and verbal communication skills. An understanding of Arabic and other languages where Shejeh Salam implements preferred
- Have an understanding of local and national context, and an understanding of conflict issues at the state, county, payam, and boma levels

DT Global South Sudan/Shejeh Salam Core Competencies:

- **Teamwork:** Works cooperatively and effectively with others to achieve common goals. Participates in building a culture characterized by inclusion, trust, and commitment.
- **Communication:** Effectively conveys information and expresses thoughts professionally. Demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- **Adaptability:** Adjusts planned work by gathering relevant information and applying critical thinking to address multiple demands and competing priorities in a changing environment.
- **Customer/Client Focused:** Anticipates, monitors, and meets the needs of customers and responds to them in an appropriate and responsive manner.
- **Diversity & Inclusion:** Conveys respect for diverse individuals and perspectives; models inclusive behavior and treats everyone fairly.
- **Professionalism:** Displays appropriate and ethical behavior, integrity, and personal presentation in the workplace always; demonstrates respectful communication for others, both verbal and non-verbal.

Application Process:

To apply, please send your CV and Letter of Motivation as one single document to shejehsalam-administration@dt-global.com. Your attachment must be less than 1 megabyte in size; your CV must include your full name, email, phone number, and three referees including active work emails and phone numbers; and DO NOT submit any other recruitment documents at this time. In the email subject line, include the title AND location of the position you are applying for, as advertised at the top of this job vacancy announcement. Please apply electronically, DT Global South Sudan will not be accepting paper copies at this time. Only candidates who are short-listed will be contacted. The deadline for submissions is **Friday, December 23, 2022, at 09:00AM, CAT**. Emailed CVs received after this time will be considered only at DT Global South Sudan discretion.



DT Global South Sudan/Shejeh Salam is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, veteran status, gender identity, or national origin. DT Global South Sudan/Shejeh Salam prohibits discriminating against employees and job applicants who inquire about, discuss, or disclose the compensation of the employee or applicant or another employee or applicant.

