



Vacancy announcement

Finance Officer – Partners Support (1) for DanChurchAid’s South Sudan Office

DanChurchAid (DCA) is looking for an experienced Finance Officer – Partners Support. The position is a one-year position with the possibility of extension based on performance and donor funding. Duty station will be Juba with limited travels to field locations.

DCA is working with local partners in South Sudan to assist the poorest of the poor with a focus on protection, combating hunger, working for peace and conflict mitigation and the safe removal of explosive remnants of war (EWR).

The Finance Officer – Partners Support is part of Finance and the Humanitarian Assistance and Resilience Programme (HARP) team. S/he will monitor and oversee local implementing partner projects, handling budgets, quality assurance of budgets and financial reports in an efficient and appropriate way according to Donor requirements and DCA internal procedures. Ensure that team and implementing partners are provided with sufficient financial information to support their decisions leading to improvement of quality project implementation.

The Finance Officer – Partners Support will be responsible for;

- Developing financial reporting formats for the implementing partners/donors financial reporting format (if applicable)
- Liaising with Head of Finance on Partner budgets, cooperation agreements, financial management, etc. and ensure that all donor requirements are met;
- Verifying partners financial reports with vouchers against supporting documents provided by the implementing partners;
- Conducting regular visits to partners’ offices to follow up on queries and ensure financial controls and procedures are in place;
- Quality assuring or preparing project budgets in relation to new proposals, for donors and partners, in collaboration with Program team and implementing partners and ensure that requirements are met.
- Maintaining overview of the finance need for all partner projects and providing information to HoF/HoP in case of changes;
- Developing good working relationships and maintain regular contact with the finance staff of implementing partner organizations(NNGOs/INGOs).
- Training and/or support partners on financial reports and strengthening of staff capacity to complete financial and programmatic reports;
- Conducting quality assurance of partners’ projects financial reports and ensure that the reports meet donors and internal requirements.
- Ensure appropriate communication with program team and implementing partners for finance inputs to the new proposals;
- Enable and provide training to partners on financial and grants management to achieve the best possible with the available resources, ensuring organization’s management standards and donors rules and regulations are followed;
- Partners’ financial risk assessments and preparation of the reports and relevant comments for appropriate actions;
- Participating and ensure all grants are audited as per the donors’ rules and regulations.

We are looking for a colleague with the following qualifications:

- Minimum 3 years proven experience as a Finance Officer, or similar role, covering all aspects of financial accounting and internal controls.
- Minimum of Bachelors’ degree in Business Administration (Accounting/Finance option) and other related field, Masters’ degree is an added advantage.

- Knowledge of general accounting principles and setting up accounting support systems.
- Experience of working with USAID, DFID, DANIDA grants rules/procedure/requirements;
- Proficient user of finance software; use of a multi-currency accounting package an advantage.
- Strong communications, interpersonal, organisation, and listening skills.
- Excellent written and verbal communication skills in English, Arabic as advantage
- General accounting and procurement principles and standards.
- Working with Maconomy - financial system software;
- Candidate ready to embrace the four DanChurchAid values of compassion, proactive, responsible, and respectful.

DCA is an equal employer, so, we encourage women to apply and this position is open only for South Sudanese national.

Interested candidates can apply through <https://www.danchurchaid.org/join-us/jobs/national-vacancies/finance-officer-partners-support>

Deadline for application is November 06, 2020.

