



Vacancy announcement

Senior Finance Officer (1) for DanChurchAid's South Sudan Office

DanChurchAid (DCA) is looking for an experienced Senior Finance Officer. 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 Senior Finance Officer as part of the Country Finance team, will have the responsibilities of the DCA internal controls system with the target of ensuring efficiency and effectiveness in supporting other units in accordance with the DCA finance procedures and national legal regulations, through donors and grants quality assurances and management and oversight of the office finances. S/he will further focus on maintaining an overview of office financial situation and keep Country Director, and the Head of Finance informed; s/he will be the finance focal point for Humanitarian Mine Action and backstop Finance Officers and the Head of Finance. S/he will ensure timely submission of office audit and follow-up and support Finance Officers on Audit recommendations.

The Senior Finance Officer will be responsible for;

- Conducting quality assurance and analyzing of grant documents and ensuring quality control mechanisms concerning donor requirements and internal requirements are met. e.g. cooperation agreements, budgets, addendum to cooperation agreements, etc. meets compliance requirements
- Coordinate timely information provision through Grants Management systems to ensure accurate information available for budget proposals.
- Ensuring a well written partners' financial reports and project proposal documents such as budget, etc. to be submitted to donors.
- Developing a working system to analyses overhead financial costs, and a systems of costs recovery that can be incorporated into grant proposals to track administration costs recovery.
- Provide senior level financial and grants management support to the program manager and/or SMT at planning and monitoring stage of budgets.
- Actively participating in developing organizational funding strategy for program; and financial operational plans.
- Coordinating bank transfer requests with International Finance Unit(IFU) in HQ and make sure the bank accounts are above a minimal threshold.
- Focal point for time registration for National Staff: approval, monitoring of consumption, reallocations, support to colleagues.
- Be the focal point for projects and programmes audits including audit company selection along with relevant Finance Officers and Head of Finance.
- Do monthly spot checks on finance vouchers, accounting, store ledgers, procurement files and fuel stocks and raise to Head of Finance, Head of Programmes or CD if there are any issue

We are looking for a colleague with the following qualifications:

- At least 5 years' wider experiences in managing large humanitarian/development grants with International Non-Governmental Organizations;
- Bachelor Degree in Business Administration(Accounting/Finance option) and other related field and relevant master degree is an added advantage;
- Experience of working with USAID, DANIDA, DFID, DANIDA grants rules/procedure/requirements;
- Experience with working with local partners will be an added advantage;
- Very strong communication skills (oral and written);

- A team player with an open, compassionate, humorous disposition;
- Flexible, patient and persistent personality;
- Very strong computer skills, especially Excel, Word, Power Point, Outlook, etc.;
- 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-vancancies/senior-finance-officer-south-sudan>

Deadline for application is November 06, 2020.

