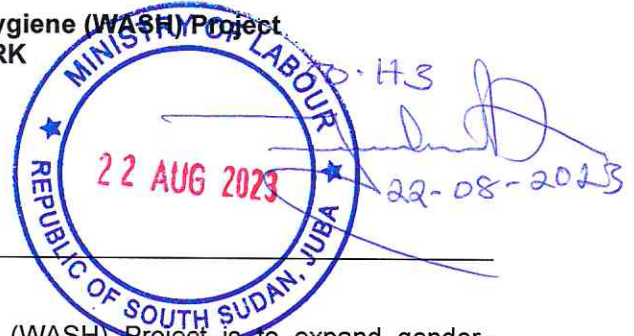


USAID Afia Water, Sanitation and Hygiene (WASH) Project
SCOPE OF WORK

TITLE: Finance Specialist
DURATION OF CONTRACT: LTTA
LOCATION: Juba, South Sudan
SUPERVISOR: Finance Manager

**Project Background:**

The purpose of the Afia Water, Sanitation and Hygiene (WASH) Project is to expand gender-transformative sustainable access to basic safe drinking water, basic sanitation coverage, and increase uptake of key hygiene behaviors to improve health and household resilience in accordance with USAID/South Sudan's Strategic Framework. Over 5 years, the Afia Water, Sanitation and Hygiene (WASH) Project intends to implement WASH improvements across the following 13 counties in South Sudan – Mayendit, Leer, Panyijar, Jur River, Wau, Kapoeta North, Budi, Baliet, Ulang, Akobo, Uror, Duk, and Pibor.

Position Summary:

The Finance Specialist will be responsible in supporting the finance team with the project's financial and accounting reporting and compliance matters. Job responsibilities are concentrated in the spheres of financial support services that includes accounting for day-to-day petty cash management, voucher preparations, review and payment, monthly FOER reports and ensure to maintain the internal control being established on systems and records in accordance to DT Global and USAID financial rules and regulations. Adhere to all applicable policies including Procurement, Logistics, Human Resources, Property Management, and Information Technology at all times.

This position reports directly to the Finance Manager and Director of Operations, as needed.

Duties and Responsibilities:

- Maintain all the accounting ledgers and cashbooks assigned, and conduct reconciliations on a timely basis.
- Take turn with the accountant in the petty cash management ensuring all expenses are reasonable and appropriately authorized and recorded to appropriate accounts/CLINs. This includes reconciliation and physical count every day and weekly reporting to the Financial Manager.
- Contribute to ensuring integrity of financial transactions, budget revisions, availability of funds, reconciliation of accounts, maintenance of accounting ledgers and records, and establishment of internal control mechanisms.
- Ensure thorough review of all packages received from the procurement department and employees in processing payments, cash advances, liquidations and other financial documentation,
- Keep track of all outstanding local advances and submit a monthly report of each unliquidated cash advances to the Finance Manager copy, the finance team.
- Maintain Quicken data entry for all monthly transactions and perform regular review prior to supervisor and leadership approval of monthly financial data.
- Responsible for the draft preparation of monthly FOER report, e.g. cash roll-forward report and submit to the Finance Manager for the final review. This includes bank reconciliation with quicken versus the petty cash book registry.
- Work with the Accountant to ensure that all monthly transactions are saved in the DTGO completely immediately after the FOER period.
- Follow up with program sub-offices to ensure that cash books and supporting documents at month end are submitted to the Juba office on a timely basis, and once received, liaise with Finance Manager to ensure records are properly arranged and ready for review.
- Travel to the county office to back-stop Finance & Admin Officer, when needed.

- Work closely with the Accounting regarding the process of monthly payroll including reconciling payroll entries.
- Ensure to follow up with the Human Resources Unit to ensure that tax statutory deductions, including applicable taxes for South Sudan staff are paid on time.
- Maintain tracker for social insurance contributions and taxation remittances.
- Assist in responding to any queries regarding FOER vouchers to HO and internal / external audits, as needed.
- Provide support in preparation of ad-hoc financial report as required by the Director of Operations, to be reviewed by the Finance Manager
- Immediately elevate all major finance issues to the Supervisor copying the Director of Operations
- Other tasks as assigned by supervisor or the Director of Operations from time to time.

Education and Certifications:

- Degree in Business Administration or equivalent certificate specializing in accounting and finance or related or a related field of study.

Key Position Competencies and Experience:

- With three to five (3 – 5) years of progressively responsible experience in finance, accounting, or relevant field required, particularly for an international development implementing partner or non-Governmental Organization, **prior working experience with USAID funded program an advantage.**
- Proficiency in Excel Program and advance knowledge is a plus. Standard Microsoft Office application such as Word and PowerPoint required.
- Experience with accounting software systems especially with Quicken and QuickBooks
- Demonstrated financial management, accounting, budgeting, planning and communication skills.
- Effective written and oral communication as well as interpersonal skills
- Demonstrated problem solving and analytical skills and good judgement.
- Proactive, have strong prioritization skills, ability to work cross-culturally, and ability to meet deadlines under pressure.
- With good planning, time management and strong organizational skills.
- Ability to work with tact in a diverse, multicultural environment.
- Ability to communicate clearly and concisely, both written and verbal both in English and spoken Arabic and other local languages, an advantage
- Position open to South Sudan nationals only

DT Global 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 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 afiawash.recruiting@dt-global.com. Your attachment must be less than 1 megabyte in size; your CV must include your full name, email, and phone number; 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. Only candidates who are short-listed will be contacted. **The deadline for submissions is Monday, September 11, 2023, at 05:00PM (17:00), CAT.** Emailed CVs received after this time will be considered only at DT Global South Sudan discretion.

DT Global South Sudan 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 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.

