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Approved
23/06/22



INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

Vacancy No. BEU 2022/23/06/001

Who we are?

The Danish Refugee Council (DRC) is a private, independent, humanitarian organization founded in 1956. DRC currently works on all aspects of refugee cause in more than twenty-five countries throughout the world. The aim of DRC is to protect refugees and internally displaced persons (IDPs) against persecution and to promote durable solutions to the problems of forced migration, based on humanitarian principles and human rights. DRC works in accordance with the UN Conventions on Refugees and the Code of Conduct for the ICRC and NGOs in Disaster Relief.

The protection and assistance to conflict affected population is provided within a long-term, regional and rights-based approach to constitute a coherent and effective response to the challenges posed by today's conflicts. Assistance consists of relief and other humanitarian aid, rehabilitation, support to return and repatriation as well as promotion of long-term solutions to displacement and its causes. In addition, support and capacity building of local and national authorities and NGOs form an integral part of DRC's work.

Country and Project Background:

The Danish Refugee Council (DRC) has been working in Sudan since 2004 and was subsequently present in South Sudan when it gained independence in 2011. DRC South Sudan programme's current focus is on supporting forcibly displaced and conflict-affected people, including refugees, internally displaced persons (IDPs) and returnees, to access their rights in a safe and secure environment. Currently DRC is operational in Unity states, Central Equatoria, Western Bahr El Ghazal and the Upper Nile region. The South Sudan Programme works in the sectors of Camp Coordination and Camp Management, Protection, Shelter/NFI, and Food Security and Livelihoods.

DRC Seeks to Recruit: -

Position Title:	Finance Officer
Reports to:	Area Manager
Unit/ Department:	Support
Location:	Bentiu
Employment category	H1.1
Eligibility:	South Sudanese National Only
Employment Start Date:	As soon as possible
Salary	According to DRC salary policy Non-negotiable
Advertisement Closing Deadline	12 th July 2022



Overall purpose of the role:

This role has a base focus and ensures compliance to DRC procedures and guidelines at base level. The incumbent will provide efficient and effective financial management according to DRC's internal and donor procedures, as per the Operations Handbook. The incumbent is required to acquaint himself/herself with DRC Financial Policies, instruments and tools within the first 2 months of probation. The position will support Bentiu area



Key responsibilities

Cash Management and Payment:

- Work with the team to establish monthly fund requirements and maintain defined max/min liquidity (cash) levels in the cash safe.
- Subsequently, submit cash flow forecast every 25th of the month to the Juba office.
- Make payments to the local suppliers, staff etc on time ensuring that payment documents comply with DRC Finance policies
- Work with Juba to ensure staff salaries are paid on time, in Bentiu Area
- Do physical cash count on a daily basis and preparation of signed cash counts & cash count of the last day of each week and at the end of each month
- Prepare a weekly and monthly cash reconcile on time with posted transactions in Dynamics and reconcile with cash count and send monthly reconciliation to Juba.

Accounting:

- Responsible for bookkeeping i.e. maintaining updated journals and ledgers in DRC Dynamics, ensuring payments are entered into Dynamics on time, and that they are of high quality
- Create journals in Dynamics for Bentiu office
- Print out Timesheets, for Bentiu every month, share with the PM and staff for signing and finally submit to HR for filling.
- Review, pay and post cash advance requests created and approved in DRC Dynamics
- Review, pay and post expense reports, PO Invoices, Cost Invoices created and approved in the DRC Dynamics
- Ensure open advances are closed within a month and that advance SOP is adhered to
- Stage Cost or PO invoice for vendor payments and related bookkeeping as per DRC-Dynamics requirements
- Fund request from Country Office and creating/ maintaining Journal entries and related record in the system
- Update staff salary template for posting onto the salary journal
- Monthly and ad hoc reconciliation of the account's payables, and account's receivables

Budget Control:

- Assist with preparation of program and operational budgets.
- Provide period reports on posted, pending and committed expenses to budget holders
- Communicate on grants liquidation period and ensure pending and committed expenses are settled within the period
- Download BFUs for the programme in the absence of the Manager, and support in the cleaning of BFUs

- Provide necessary information on spot checks, attend to all rebooking concerns, and reconciliations

Audit/ Donor Compliance:

- Maintain proper documentation as per DRC South Sudan guidelines and on Monthly basis upload in the share point all financial vouchers and make periodic transfer of files to Juba.
- Support to adequately prepare for both internal and external audits.
- Act as the focal contact for financial queries in Bentiu.
- Extract from the system, on a monthly basis, all transactions for Bentiu and reconcile them with the programme distribution lists being sure to match every transaction with verification documents

Experience and technical competencies:

- At least 3-years work experience in relevant field INGO or other agencies experience in financial management
- Proficiency in use of automated Financial Management systems and accounting software preferably DYNAMICS
- Knowledge of computers: word processing, database management packages.
- High integrity, pro-active, stable, robust character and a good team-player
- Highly motivated, results-oriented, and with well-developed problem-solving skills.
- Ability to cope with heavy workloads and to work under pressure to meet tight deadlines.
- Excellent communication and analytical skills
- Proven commitment to accountability practices.
- Proven ability to prioritize tasks, meet deadlines, and work with limited supervision

Education:

- Degree or Diploma in Accounting, Commerce/ Finance

Languages:

- Excellent Communication skills in English required.
- Knowledge of Arabic is an advantage.

Key stakeholders:

- DRC staff
- Suppliers and Service Providers

Last updated: June 2022

All DRC staff should master the 5 core competencies:

- **Striving for excellence:** you focus on reaching results while ensuring an efficient process
- **Collaborating:** you involve relevant parties and encourage feedback.
- **Taking the lead:** you take ownership and initiative while aiming for innovation.
- **Communicating:** You listen and speak effectively and honestly.
- **Demonstrating integrity:** you act in line with our vision and values



Experience and technical competencies: (include years of experience)

- 2-3 years' experience in a finance and accounting position
- Flexibility and adaptability for working under the pressure of multiple deadlines and competing priorities. Key to this characteristic is the ability to prioritize tasks.

- Strong interpersonal and communication skills for engaging regularly with both national and expat staff. Cultural sensitivity is essential.
- Experience working effectively in teams and under minimal supervision.

How to apply

Please send a cover letter outlining how your skills and experience meets the Person Specification along with your up to-date CV, Copies (not original) of National ID card and academic certificates to Human Resources department through ssd-jobs@drc.ngo

OR Submit your hard copy application to the Human Resource department to the attention of HR/Admin Officer DRC office in Bentiu/Juba OR any nearby DRC Office. Title of the position/vacancy number **MUST** be clearly mark in the application subject line and on envelop.

Equal Opportunities: DRC is an equal opportunity employer. We value diversity and we are committed to creating an inclusive environment based on mutual respect for all employees. We do not discriminate on the basis of age, sex, disability status, religion, ethnic origin, colour, race, marital status or other protected characteristics

Safeguarding: *DRC's Capacity to ensure the protection of and assistance to refugees, IDPs and other persons of concern depends on the ability of our staff to uphold and promote the highest standards of ethical and professional conduct in relation to DRC's values and Code of Conduct, Safeguarding and Anti -Corruption policies including safeguarding against sexual exploitation, abuse and harassment. DRC conducts thorough and comprehensive background checks as part of the recruitment process*

NOTE: Only short-listed candidates will be contacted.

