



ZOA-Dorcac South Sudan is an international NGO that was established in May 2022 as a result of the merger between ZOA and Dorcas in South Sudan. Both organisations were individually present in South Sudan for years (ZOA since 1998 and Dorcas since 2008) and the partnership is expected to further increase impact.

ZOA-Dorcac South Sudan is implementing humanitarian, recovery and development programs, applying the (triple) nexus approach that aims to enhancing resilience and adaptation to ever changing circumstances, including climate change. It is building upon its extensive experience and expertise in especially TVET & entrepreneurship, FSL and WASH, Nutrition and Peacebuilding & Reconciliation.

ZOA Dorcas South Sudan is active in Western Bahr El Ghazal, Warrap and Jonglei State as well as Greater Pibor Administrative Area. The main office of the organisation is in Juba, with program offices in Akon North (Warrap), Bor (Jonglei), Pibor (GPAA) and Wau (WBeG).

ZOA Dorcas is looking for an English and Arabic-speaking South Sudanese, for the position of:

Finance Coordinator
Stationed in Juba, Central Equatoria State
Start Date: As soon as ~~position~~ possible
Duration: Until 31st December 2023, with possibility of extension depending on performance and funding

JOB PURPOSE

- In this position the incumbent will be responsible for all accounting and financial affairs. The Finance Coordinator reports to the Director of Finance.

Key Result Areas

Accounting/Financial management

- Responsible for a timely monthly, quarterly & annual closure and prepares periodic financial reports for the Country Annual Plan (Portfolio & Result Forecasts).
- Responsible for the allocation of salary costs and indirect costs to project budgets in a consistent manner using ZOA's cost allocation method.
- Ensure finance procedures are adhered to by the whole organization.
- Ensure timely monthly closure of the accounts of the total organization.
- Prepares and monitors the project budgets and office and submit regular analysis of deviations to the Finance Director.
- Ensure finance procedures are up to date and in line with government regulations.
- Contributes to capacity building of ZOA-Dorcac Partners.
- Any other duties assigned by the Finance Director.

Data-entry

- Ensure accurately and timely recording of all transactions in ZOA's ERP system.

Filing

- Ensure an ongoing, accurate and timely digital data filing (archive) system for all payment and supporting documents as well as for other relevant documentation.
- Collaborate with the Head of Operations in maintaining an up to date record of Program Assets and Inventory.

Key Qualification & Experience.

- Bachelors of Business Administration, Accounting option, Financial Management or equivalent.
- At least 5 years post-qualification professional experience, ideally within an (I)NGO.
- Excellent knowledge of financial processes and accounting standards.
- Experience in financial reporting.
- Experience and knowledge in using an Accounting software package.
- Meeting internal and external deadlines for reporting.

What we offer

- Working environment with scope for professional and personal development;
- Being part of a professional, dedicated, motivated, and intercultural team;
- ZOA Dorcas offers a gender sensitive working environment;
- A competitive salary that takes into account the qualification and experience of the candidate.

How to apply

If you believe that your qualifications meet the requirement of the position above, kindly submit your application (including CV, academic credentials, copy of your Nationality ID, and contact details of 3 referees) by email to recruitment.southsudan.wau@zoadorcas.ngo or hard copies of your application to ZOA- Dorcas office in Juba, located at Nyakuron West, plot no. 85, Block G Two, Yei Road. Please indicate clearly the position you are applying for in the subject of your email and all application documents.

Closing date: 6th April 2023 at 5:00 PM

Only shortlisted candidates will be contacted.

Note:

This position is for South Sudanese Nationals ONLY.

All staff is required to sign and adhere to the ZOA-Dorcas Code of Conduct including Child Safeguarding (Following guidelines of PSEA-Project against Sexual Exploitation and Abuse).

Recruitment is subject to successful completion of all applicable background checks, including references and criminal record checks.

