

50.14.3  
Approved by  
Inspector

**USAID Gender Aware Sustainable Water, Sanitation and Hygiene (WASH) Activity  
SCOPE OF WORK**

<b>TITLE:</b>	Finance Specialist/ Manager
<b>DURATION OF CONTRACT:</b>	LTTA
<b>LOCATION:</b>	Juba, South Sudan
<b>SUPERVISOR:</b>	Operations Director

02 NOV 2021

**Project Background:**

The purpose of the Gender Aware Sustainable Water, Sanitation and Hygiene (WASH) Activity 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.

**Position Summary:**

The Finance Specialist/ Manager is responsible for establishing and maintaining the project's financial systems and records, according to DT Global and US Government rules and regulations. Job responsibilities are concentrated in the spheres of financial management and support services. Furthermore, the Finance Specialist/ Manager will manage and oversee finance team members in Juba and any/all project field offices.

This position may be hired at a Specialist or Manager level, with applicant's CVs assessed based on the qualifications listed below.

**Duties and Responsibilities:**

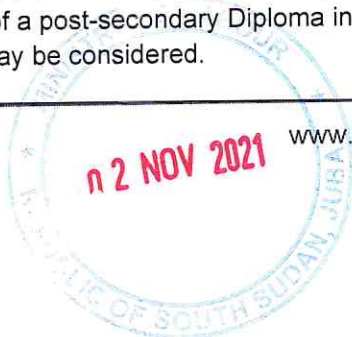
- Responsible for overall in-country financial management of program in accordance with USAID and DT Global policies and procedures, as well as South Sudan law and Generally Accepted Accounting Principles (GAAP)
- Oversee the program's Finance Department, including finance teams in any/all project sub-offices throughout the country
- Responsible for proper stewardship and accounting of funds for program activities and grants as well as contractor operations, including maintaining liquidity of funds and regular financial reporting
- Responsible for establishing and managing the program's financial systems, including designing and entering an organization structure according to project needs, including:
  - Describing billing computations for entry
  - Creating vendors
  - Reviewing, approving, and posting payment requests and vouchers
  - Processing payments
  - Performing billing inquiries and reporting
  - Generating financial reports
  - Writing off unbillable accounts
  - Correcting posted invoices
  - Reconciling unbilled receivables
- Maintain account code system to match the DT Global Corporate Chart of Accounts
- Manage the maintenance and upgrade of financial and payroll information systems
- Review and approve all Field Office Expense Reports (FOERs) submitted by the Finance team, ensure the accuracy and completeness of the FOERs prior to upload and after upload, and oversee required corrections in conjunction with the Home Office
- Ensure all required financial documentation and back-ups are uploaded to the DT Global online filing system



- Work with the Project Accountant and Program Management Unit (PMU) team in the DT Global home office to analyze and resolve any non-billable expenditures
- Review and approve all accounts receivables and accounts payables reports developed by the Finance Officers/Specialists
- Ensure the steady flow of project funds, through timely and accurate fund replenishment requests to avoid interruptions in program activities, enacting cash controls to ensure there is a minimum of unutilized funds in the field, and prepare monthly cash forecasts for the program leadership's review and approval;
- Work closely with the program leadership on forecasting project burn rates, developing financial management tools; track and analyze spending data by location and by component area (as applicable) against the approved budget, and provide regular reports on this information as requested by program management
- Produce accurate and timely DT Global Corporate financial reports
- Report any inconsistencies or problems with field accounts to program leadership and the Home Office and recommend corrective actions as necessary
- Advise Department heads on spending trends, finances available by budget line item, fluctuations in burn rates
- Conduct monthly audits of local expenditures including local bank reconciliation, cash accounts (mobile and petty cash), and US dollar expenses
- Establish and maintain internal controls to ensure compliance with South Sudan financial legislation, and USAID and DT Global policies and procedures
- Ensure approvals for all financial actions are in line with DT Global's established approval thresholds
- Regularly review the DT Global Field Office finance regulations and templates to ensure current practices are compliant and practical
- Respond to DT Global internal and external auditors' comments concerning finances and oversee required action to address deficiencies
- Ensure DT Global remittances to the appropriate authorities are made in a timely manner and in compliance with South Sudanese labor and tax law
- Prepare applications for exemption from VAT, if VAT is paid on any goods and services, and ensure that requests for exemptions are submitted on time;
- Keep a regularly updated report of all expenses over \$500 over which DT Global has to pay VAT;
- Identify and evaluate areas of risk in the program and program activities and make comments and suggestions on the development of the approach to the audit;
- Conduct audit procedures, including identification and identification of issues, development of criteria, review and analysis of supporting documentation, and documentation of processes and procedures;
- Identify, develop, and impartially document audit issues and recommendations for controlled areas;
- Communicate the results of the audits to the program leadership or DT Global's Home Office on request;
- Provide internal training to build the knowledge, skills, and competencies of the Finance team
- Respond to any queries submitted by the field offices with regards to compliance with DT Global and USAID policies
- Other tasks as assigned by supervisor.

**Education and Certifications:**

- Completion of secondary school required (Specialist) with collegiate or technical education desired, or Bachelor's degree required (Manager) preferably in finance, accounting, or related equivalent certificate. A Certified Public Accountant (CPA) or Chartered Accountant license desired. A combination of a post-secondary Diploma in a relevant field and additional relevant professional experience may be considered.





### Key Position Competencies and Experience:

- At least three (3) years of progressive experience (Specialist), or five (5) years of progressively responsible experience (Manager) in finance and accounting required, particularly for an international development implementing partner or Non-Governmental Organization
- Prior experience as the head of a Finance department preferred (Manager)
- Between one (1) to five (5) years of experience (Specialist), or minimum five (5) years of experience (Manager), working on USAID and other donor funded projects including recent experience with WASH, gender, and stabilization
- 1-2 years managing a department of 3 or more people (Manager)
- Have a basic understanding of South Sudan's local and national context, and an understanding of conflict issues at the state, county, payam, and boma levels
- Proficiency in computer applications, such as Microsoft Office products (PowerPoint, Outlook, Word, and Excel) and accounting programs, preferably QuickBooks or Quicken
- Experience in developing financial management tools, and designing financial and accounting systems at an organization level
- Experience training and mentoring staff
- Experience with accounting software systems, including Quicken
- Demonstrated experience in forecasting project burn rates, tracking and analyzing, and budget management
- Demonstrated financial management, accounting, planning and communication skills
- Excellent organization and time management and ability to work in a team and under pressure and on tight deadlines
- Effective written and oral communication as well as interpersonal skills
- Demonstrated problem solving and analytical skills and good judgement
- Be proactive, have strong prioritization skills, and ability to work cross-culturally
- Possess demonstrated leadership skills, humility, and self-awareness
- Ability to communicate clearly and concisely, both written and verbally in English and spoken Arabic required, and other local languages preferred
- 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 [gaswash.recruiting@dt-global.com](mailto:gaswash.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. Please **apply electronically**, DT Global South Sudan will not be accepting paper copies at this time. Only candidates who are short-listed will be contacted. **The deadline for submissions is Monday, November 22, 2021, 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.

