



Job advert for Finance and Admin Officer for DCA South Sudan

DanChurchAid (DCA) is an International Non-Governmental Organisation with headquarters in Copenhagen, Denmark. The organisation was founded in 1922, and have country offices in 19 countries across Africa, the Middle East, Ukraine, and Asia.

DCA has been active in South Sudan since 2007 and works within the three Global Goals of DCA – Save Lives, Build Resilient Communities, and Fight Extreme Inequalities. We work across Upper Nile, Jonglei, GPAA, Central Equatoria, and Eastern Equatoria States primarily through national partners.

The Role:

The Finance & Admin Officer will ensure compliance with Coordination Unit donor's and DCA financial policies and timely submission of accurate financial reports as required, providing good quality financial information to support decision making.

The Finance & Admin Officer will ensure that all donor reports are of a high quality and are submitted according to the donor requirements and that the Coordination Unit is in compliance with all donor regulations.

The Finance & Admin Officer will assist the CU manager in managing the HR department, including preparing and filing contracts, as well as supporting new recruitments.

Specific duties and responsibilities

The duties include, but are not limited to the following:

Grant Management

- Play a supporting role in project Start-Ups and Close-Out to ensure that all grant information, including deadlines, donor priorities, and requirements, are communicated and understood by the team and grants are closed in compliance with donor regulations.

Donor Reporting

- Prepare and maintain a donor report tracking system to ensure that all reporting deadlines are met, including key donor and project milestones, track expenditures against donor budget, and advise project managers of any changes on the timelines.
- Update approved changes on the project budgets in collaboration with the Coordination Unit manager and ensure these are captured into the new donor reports, if required.
- Ensure that financial reports are submitted on time in consultation with the Coordination Unit manager and that relevant narrative and statistical inputs are adequately provided and reviewed to ensure adherence and coherence to the donor reporting standard and that the process for signing off is thorough and complete before submitting for approval and signing.
- Communicate with the Coordination Unit manager to ensure that they provide additional information requested by the donors.



- Ensure to follow-up from Coordination Unit Manager of the monthly documented feedback on donor reports.

Donor Compliance

- Manage and maintain accurate records of donor memorandum of agreements, reports and budgets including amendments and addendums on project activity updates and ensure completeness and readiness for audit purposes.
- Analyse donor expenditures and work with the Coordination Unit manager to ensure that all donor project expenses are in line with the approved budgets.
- Prepare budget performance reports on monthly basis, identify and report on any deviation and discrepancies in the budget and the expenditure alignment.
- Ensure that all donor transactions are accurately captured into the accounting system with the correct donor project codes and budget lines.
- Prepare and revise, as directed by the Coordination Unit Manager, revisions to the project budgets to ensure that all are in line with donor guidelines and format.
- In liaison with the Head of Finance & Administration, prepare for donor audit by consolidating all the project expenditure reports and ensure that these are adequately supported according to the donor requirements.
- Ensure that all Projects financials are up-to-date and reports are up to donor standards.
- Ensure to manage, maintain and make accessible project documentation, for reference and audit purposes.
- Monitor Coordination Unit budget to ensure cost effectiveness and proper implementation of cost recovery strategies.

Capacity Building

- Provide technical assistance and support in budgeting, financial reporting and donor compliance.
- Support programme teams training and capacity building on donor/funders rules and regulations, financial reporting and procurement guidelines.
- Ensure adherence to set regulations, financial procedures, policies and practices. Ensure to provide technical advice in building up Coordination Unit systems and procedures to the required standard which meets the donor requirements.
- Provide financial management and systems training for project staff.
- Travel to field location(s) as necessary and provide oversight to field office financial systems and processes as and when required.

Fund Management

In close collaboration with the CU Manager, Field Coordinators, Workshop Logistic Manager, Logistics officer in Juba, and Field Finance team members:

- Review monthly field cashbook report for correctness and completeness.
- Ensuring monthly field cash reconciliations are done for all the field offices
- Ensure cash forecast is submitted to the Country office on schedule.
- Ensure timely receipt of monthly expense reports to support field accountants in preparing cash reconciliations by the 7th to 10th of the following months.



- Prepare journal entries for all field vouchers & upload them into the accounting system (Maconomy), ready for posting by the 15th – 18th of the following months.
- Field fund transfers are done on time to ensure project deliveries.
- Report any sign of corruption to the CU manager and maintain confidentiality in case of an investigation.

Human Resources Management

In close collaboration with CU Manager, Field Coordinators, and field finance team members:

- Maintain Employee Payroll on a monthly basis, receive it in time from the field offices, check supporting documentation for any changes and/or updates and issue payslips back to the field so salaries can be paid in a timely manner.
- Assist Coordination Unit manager in recruitment processes including advertising, interviews, reference checks, offer letters, job descriptions, and contracts for Juba level recruitment.
- Maintain and update Personnel files in Juba.
- Maintain records of personnel, such as hires, promotions, rotations, and terminations and ensure all staff/personal files are complete with all required documentation.

The position will be reporting to the Coordination Unit (CU) Manager.

The position will work closely together with the programme team, HR & Admin team, ProLog, the implementing partners, and advisors at HQ.

Required Competencies:

To be successful in this role the ideal candidate has:

- Expertise and at least 5 years of experience working in Finance/Administration/HR
- A bachelor's degree within a relevant field
- Experience of working with USAID, DANIDA, ECHO, UN 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.
- Team player with excellent communication and strong participatory leadership skills
- Willingness to travel to remote areas in South Sudan and internationally when required.
- Ability to plan and coordinate several concurrent processes without losing the oversight.



What we can offer you:

The successful applicant will be offered a **contract until December 2024 with the possibility of extension** dependent on both funding and performance.

The position is for South Sudanese nationals. Women and minorities are strongly encouraged to apply.

Interested candidates should apply through: <https://dca-1.career.emply.com/ad/finance-and-admin-officer-for-dca-south-sudan/ku0jm4>

All interested candidates irrespective of age, gender, race, religion, sexual orientation, abilities or ethnic affiliation are encouraged to apply for the vacancy. DCA conducts an anti-terror check as part of the recruitment process. It is a prerequisite that you can pass this check and maintain this status throughout your employment with us. Everyone applying for a job with DCA must be ready to comply with our Code of Conduct, Staff Policy on Prevention of Sexual Exploitation, Abuse and Harassment and our Child Safeguarding Policy.

Deadline for applications as described above are the 27th of March 2024.

