



ZOA-Dorcas 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 ZOA and Dorcas have been in operation in South Sudan from 1998 and 2008 respectively.

ZOA-Dorcas South Sudan is implementing humanitarian, recovery and development programs, applying the (triple) nexus approach that aims at 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 implemented across Western Bahr El Ghazal, Warrap and Jonglei State as well as Greater Pibor Administrative Area. The Country office of the organisation is in Juba, with program offices in Akon North (Warrap), Bor (Jonglei), Pibor (GPAA) and Wau (WBeG).

The organization is currently seeking for suitable candidates for the Position of Finance Officer to be stationed in Bor, Wau and Pibor areas.

Position: Finance Officer

Location: Juba

Start Date: As soon as position

Duration: One year, with possibility of extension depending on performance and funding.

THE JOB PURPOSE

In this position the incumbent will be responsible for all accounting and financial affairs and directly supervises Finance Officer at Country Office. The Finance Officer reports to the Finance Coordinator.

Key Result Areas

Accounting

- Ensure implementation of ZOA Dorcas accounting policies and procedures in line with local laws, practices and donor requirements.
- Responsible for recording of all transactions at Country Office.
- Responsible for the preparation of bank and cash reconciliation for all offices.
- Responsible for reconciliation of all balance sheet accounts including accrual accounts, checking outstanding work advances and update on monthly basis.
- Verify cash projections prepared by the Finance Officers and ensure all cash expenditures are recorded in ERP to reconcile cash balances on a weekly basis.
- Responsible for timely payments and filing of returns with all government bodies.
- Support the preparation of monthly, quarterly, and annual financial reports, internal and external audits.
- Supports the preparation of the project budgets in cooperation with the Finance Coordinator and the Director of Finance.
- Ensure proper financial documentations with easy and quick traceability.
- Support the Director of Finance in the allocation of cost to projects in a systematic manner.
- Ensure that vendors payment documentation is complete before payment.
- Ensure that all Field Office files are submitted to Juba for proper documentation completeness reviews and queries are raised and resolved quickly to improve on quality.
- Ensure that all vouchers are defaced "PAID" and a donor name is also indicated on all payment vouchers.
- Supervise filing both in hard and electronic copies on ERP.

Financial affairs.

- Manage Country Office treasury to ensure all Sub-Offices are keeping optimal bank and cash balances so that risk is minimized at low levels.
- Ensure weekly, monthly Cash Control Reports are submitted by Field Offices through Finance Officer and Country Office at Juba and are put online filing.
- Ensure that Tax files are up to date.
- Liase and support HQ Finance Team's request of Information from Country Office
- Any other duty assigned by Head of Finance, and HQ Finance Team.

Required Qualification & Experience.

- University degree in Finance and Accounting (BSc in Finance & Accounting, BCOM, BBA and or any other University degree relevant to this field;
- Added Advantage
 - MSc/MBA, MCOM
 - Membership of professional body (ACCA ,CMA,CIA,CPA, CFA)
- 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 (ERP Preferred).

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.

Competencies - behaviour

- Excellent interpersonal, communication and presentation skills
- Innovative, creative and enthusiastic;
- Ability to work in a multicultural environment
- Self-motivator, able to work under minimum supervision;
- Able to work under pressure and meet deadlines;
- Aims to integrate and reflect Christian values in relief and rehabilitation work;
- Readiness to identify and comply with ZOA Dorcas Identity and Code of Conduct



Information and application

Interested and qualified candidates are kindly invited to send a cover letter and resume (both in English) no later than **6th November 2024** to recruitment.southsudan.wau@zoadorcas.ngo or hard copies of your application to ZOA- Dorcas office in Juba, located at Hamza-inn, plot no 04, Block G VI, 2nd Class, May Street, Jebel Nyoka, Juba Town, South Sudan In your cover letter please reflect on your motivation for wanting to become part of ZOA-Dorcas, being a Christian organization.

Note:

This position is for South Sudanese Nationals ONLY. Female candidates are highly encouraged to apply.

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.

ZOAC & Dorcas
South Sudan

