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 Approved by *Sencer Hussein*  
 MOL/RES/17  
*14/02/2023*  
 14 FEB 2023



Vacancy announcement

**Finance Officer-Partners Support for Emergency Programme – DanChurchAid South Sudan Country Office**

DanChurchAid is an International Non-Governmental Organization, based in Copenhagen, Denmark working with local partners in South Sudan to assist the poorest of the poor with a focus on protection, combating hunger, working for peace and conflict mitigation and the safe removal of explosive remnants of war.

In DCA we strive to secure high-quality standards for both our programme and support staff. The aim for our staff is to maintain a smooth running of the DCA Office with accountability, professionalism, and staff welfare as a priority, creating an efficient, open, and inspiring work environment for all.

DanChurchAid (DCA) is looking for **Finance Officer-Partner Support**. The position is a (6) month position with the possibility of further extension subject to performance and availability of funding. The position will involve frequent travel between the DCA Juba Country Office and the field with up to 50% of the time being field-based working and supporting DCA partner organizations work breakdown (**Support to local Implementing partners – 50%, Quality Assurance – 20%, Partners capacity building – 20%, Audit and Administration – 5% General – 5%**)

The Finance Officer – Partners Support is part of the Finance and the Emergency Assistance Programme team responsible for monitoring and overseeing local implementing partner projects, budget utilization, and quality assurance of budgets and financial reports in accordance with DCA and donor requirements and procedures. The incumbent will ensure that the team and implementing partners are provided with relevant financial information for decision-making for quality project implementation and efficient budget utilization.

<b>PURPOSE</b>	<b>Analyse</b>	<ul style="list-style-type: none"> <li>Develop good working relationships and maintain regular contact with the finance staff of implementing partner organizations.</li> <li>Train and/or support partners on financial reports and strengthen of staff capacity to complete financial and programmatic reports.</li> <li>Quality assurance of partners’ project financial reports and ensure that the reports meet donor and internal requirements.</li> <li>Develop financial reporting formats for the implementing partners/donor’s financial reporting format (if applicable).</li> <li>Assist as financial advisor on Partner budgets, cooperation agreements, financial management, etc. and ensure that all donor requirements are met.</li> <li>Partner financial reports are verified with vouchers and that enough supporting documents are in place.</li> <li>Quality assurance or prepare project budgets in relation to new proposals, for donors and partners, in collaboration with the Programme team and implementing partners and ensure that requirements are met</li> <li>Develop and provide training on financial reporting formats and requirements</li> </ul>
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<b>ENGAGEMENT</b>	<b>Collaborate</b>	<ul style="list-style-type: none"> <li>• Make regular visits to partners' offices to follow up on queries and ensure financial controls and procedures are in place</li> <li>• Prepare consolidated financial reports, donor financial reports, etc. whenever required.</li> <li>• Maintain an overview of the financial need for all partner projects and provide information to HoF/HoP in case of changes.</li> <li>• Participate and ensure all grants are audited as per the donors' rules and regulations</li> <li>• Enable and provide training to partners on financial and grants management to achieve the best possible with the available resources, ensuring organization's management standards and donor's rules and regulations are followed</li> <li>• Prepare budget overviews for all the approved projects</li> <li>• Prepare budget and fund transfers to plan in Maconomy for all the approved projects</li> <li>• Transfers to partners and follow-up with HQ Group Finance team.</li> <li>• Partners' financial risk assessments and preparation of the reports and relevant comments for appropriate actions</li> <li>• Perform financial tasks in the accounting system Maconomy</li> <li>• Prepare asset handover notes at the end of the project period</li> <li>• Attend program meetings, Finance meetings as well as finance/prolog or finance/program meetings, and general staff meetings.</li> <li>• Improve and maintain good and close communication between implementing partners, programme team, and the DCA finance team</li> <li>• Follow up with partners regarding the implementation of action plans</li> </ul>
<b>DELIVERY</b>	<b>Manage</b>	<ul style="list-style-type: none"> <li>• Ensure Partner capacity improvement plans are developed and identify their training needs.</li> <li>• Ensure appropriate communication with the programme team and implementing partners for finance inputs to the new proposals</li> <li>• Upload signed copies of partners' audit reports on the intranet/SharePoint.</li> <li>• Upload other finance documents on the intranet/SharePoint.</li> <li>• Ensure compliance with donor regulations, DCA rules and local government regulations</li> <li>• Any other task given by Head of Finance or Head of Programme</li> </ul>







Qualification

### Experience

- Minimum three years of proven experience as a Finance Officer, or similar role, covering all aspects of financial accounting and internal controls.
- Knowledge of general accounting principles and setting up accounting support systems.

### Skills and abilities

- Proficient user of finance software; use of a multi-currency accounting package an advantage.
- Excellent Excel, and MS office skills.
- Strong communications, interpersonal, organization, and listening skills.
- Excellent written and verbal communication skills in English, Arabic as advantage
- Ability to priorities work and meet deadlines.
- Demonstrated ability in building and maintaining collaborative relationships.
- Self-motivated and pro-active in seeking out answers to problems.
- Evidence of strong work ethic in previous employments.

### Knowledge

- General accounting and procurement principles and standards.
- Experience of working with USAID, DFID, DANIDA, and UN grants.

### Education/training

Bachelors' degree in Business Administration (Accounting/Finance option) and other related fields, Masters' degree is an added advantage.

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 Staff Policy on Prevention of Sexual Exploitation, Abuse and Harassment and our Child Safeguarding Policy

DCA is an equal employer, so, we encourage women to apply, and this position is open only for South Sudanese national.

Interested candidates can apply through DCA link: [Finance Officer-Partners Support for Emergency Programme – DanChurchAid South Sudan Country Office | DanchurchAid \(emply.com\)](#)

Deadline for application is March 3<sup>rd</sup>, 2023

