

Finance Intern for DCA South Sudan Country Office

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 is working with local partners in South Sudan and the Regions 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 (EWR).

The Finance Intern will provide temporary administrative and operational support to the Finance Department to ensure the timely execution of finance activities and facilitate the increasing number of internal and external audit requests. The intern will assist in organizing finance documentation, retrieving vouchers, scanning supporting documents, and maintaining proper records to strengthen audit readiness and overall departmental efficiency. This position is also a key one to guarantee a harmonization of processes and policies within all organization of DCA in South Sudan.

Key Responsibilities:

The Finance Intern will be responsible for:

- Retrieving payment vouchers and supporting documentation for internal and external audit requests.
- Scanning, filing, and electronically archiving finance documents in accordance with DCA filing standards.
- Organizing physical and electronic finance records to ensure easy retrieval.
- Assisting in the preparation and compilation of audit documentation.
- Supporting month-end filing and documentation processes.
- Assisting with data entry and updating finance trackers when required.
- Supporting the Finance Team with administrative tasks, including photocopying, printing, and document organization.
- Ensuring finance documents are complete, properly labeled, and filed in the appropriate locations.
- Performing any other finance-related administrative duties assigned by the Senior Finance Officer.

Expected Deliverables

- Audit documents retrieved and shared within agreed timelines.
- Finance vouchers scanned and filed accurately.
- Physical and electronic finance records are maintained in an organized manner.
- Timely support provided for ongoing audit assignments.
- Improved efficiency in finance document management and retrieval.

Education

- Diploma or bachelor's degree in finance, Accounting, Business Administration, or a related field.
- Partial Professional qualification is an added advantage.

Technical Skills

- Proficiency in Microsoft Excel and basic financial systems
- Strong numerical and analytical skills
- Knowledge of financial controls and accounting procedures

Core Competencies

- High level of integrity and accountability
- Strong attention to detail and accuracy
- Good organizational and time management skills
- Effective communication and interpersonal skills

- Ability to work under pressure and meet deadlines
- Teamwork and collaboration

What can DCA offer you:

This position is Three (3) months as Intern to be based in DCA South Sudan Country Office Juba.

DCA promotes equal opportunity in terms of gender, race/ethnicity and belief and encourages all qualified and interested candidates to apply.

Expected starting date: August 21, 2026

Working hours: 40 hours per week.

How to Apply:

Interested candidates should apply and upload a cover letter/motivation letter, CV, Academic credentials and National Identification Card (ID) through link provided.

The position is open to South Sudan nationals only.

The deadline for applications: On 14th of August 2026. before 5:00 pm CAT. Only applications following the above-mentioned procedures will be considered and only shortlisted candidates will be contacted.

For further information regarding DCA, please visit our website at: <https://www.danchurchaid.org/>

All interested candidates irrespective of age, gender, race, religion, sexual orientation, abilities or ethnic affiliation are encouraged to apply for the vacancy. DCA conducts background 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.