

Finance Officer - DCA South Sudan Field Office (for Emergency Assistance Team)

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 operating in South Sudan since 2007, focusing on three Global Goals: Save Lives, Build Resilient Communities, and Fight Extreme Inequalities. Our efforts span Upper Nile, Jonglei, GPAA, Central Equatoria, and Eastern Equatoria States, primarily in collaboration with national partners.

The Finance Officer for DCA South Sudan, Emergency Assistance Team (EAT) will work under the managerial supervision of Area Manager, and with the technical guidance and support of the Head of Finance (based in the country office), the Finance Officer has the duty to ensure proper financial follow-up of all DCA operations, a full financial compliance, while implementing, monitoring and following up across all financial and administrative tasks and ensuring that DCA's standard policies and best practice are followed in the field office. 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:

- Manage all aspects of day-to-day operations of the field office accounting department.
- Review the field office staff payroll that is prepared by HR, for calculation, accuracy and completeness.
- Ensure timely liquidation of staff advances in line with organizational policy, maintain and monitor all receivable and payable accounts records and send the information to relevant employees by the next day after closing the month.
- Preparation of Journal entries for review and posting to ERP software and generation of balance sheet reconciliation schedules: bank reconciliation, staff advances, receivables and payables schedules.
- Manage field office liquidity by sending monthly cash requests to Juba, to ensure adequate funds are available for smooth office operations.
- Act as a liaison person with financial services providers and ensure that all bank signatories are updated- old signatories are removed and new signatories are added.
- Oversee the preparation and timely submission of monthly and annual statutory returns i.e. taxes, social insurance deductions.
- Maintain completeness of filing according to Maconomy transactions (all vouchers are approved, all codes are filled, stamped, signed etc.)
- Support completion of end-of-month tasks in accordance with the finance manual, with minimal or no errors.
- Review periodic, weekly and monthly cash counts and ensure that documentary evidence is duly signed
- Work with program staff to help them develop more accurate cash forecasts
- Develop both physical and electronic folders for important financial documents (i.e.: bank, list of signatories, audit report, office report, delegated mail etc.).
- Ensure proper organization and maintenance of the office filing system to facilitate efficient document retrieval.

About you

To be successful in this role, we expect you to possess the following:

- University degree in Accounting, Finance, Business Administration or another relevant field is required
- Full professional proficiency in English is required.
- Excellent Computer Skills (MS Excel, Internet) are required.
- Minimum two years of relevant working experience; previous experience within an international organization and/or within the humanitarian/cooperation sector (so with an

international NGO or a UN agency) will be considered as a strong asset.

- Knowledge of ERP will be considered an asset.

What can DCA offer you:

A One-year contract with option of further extension based on performance and funding availability, competitive salary, comprehensive insurance.

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

Expected starting date: As soon as possible.

Working hours: 40 hours per week.

How to Apply:

Interested candidate should apply and upload a cover letter/motivation letter, CV, Academic credentials and National Identification Card (ID) through:

The position is for South Sudanese national only.

The deadline for applications: On **25th of September 2025**. before 5:00 pm CAT.

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

Only applications following the above-mentioned procedures will be considered and only shortlisted candidates will be contacted.

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.