

Finance Assistant (Maternity Cover) 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 Assistant (**Maternity Cover**) for DCA's Country Office will work under the managerial supervision of Finance Specialist, and with the technical guidance and support of the Head of Finance (based in the Country Office), the Finance Assistant (**Maternity Cover**) 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 tasks and ensuring that DCA's standard policies and best practice are followed in the country 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:

Financial Data Management

- Record all financial transactions daily in approved systems.
- Ensure completeness, accuracy, and consistency of financial data.
- Maintain organized records aligned with audit requirements.
- Establish and maintain physical and electronic filing systems.
- Ensure all documents are properly labelled, securely stored, and easily retrievable.
- Continuously improve documentation systems for accessibility and compliance.
- Manage petty cash in line with organizational policies.
- Conduct weekly and monthly cash counts with the Field Manager.
- Reconcile balances and investigate discrepancies promptly.
- Track staff advances and ensures timely settlement.
- Support timely processing of salaries and field payments.
- Follow up on outstanding advances to ensure accountability.
- Provide guidance to staff on financial procedures and documentation.
- Strengthen staff and partner capacity in compliance and record-keeping.
- Identify and address inefficiencies in financial and administrative processes.
- Ensure adherence to policies, donor requirements, and internal controls.

Financial Verification and documentation

- Review payment requests and supporting documents for accuracy and eligibility.
- Maintain complete documentation for accountability and transparency.
- Ensure timely submission of financial records to the central office.

Reporting and information sharing

- Support timely financial and administrative reporting.
- Provide accurate data to support programme planning and decisions.
- Liaise with programme, logistics, and partner teams to ensure effective service delivery.
- Provide guidance on financial procedures and administrative processes.

Policy Alignment

- Ensure activities align with organizational policies, donor requirements, and operational guidelines.

Financial Service Delivery

- Process payments accurately and on time with proper authorization.

- Ensure timely disbursement of salaries and operational costs.
- Maintain continuity of financial services for programme implementation.

Compliance and internal controls

- Ensure strict adherence to financial policies and donor regulations.
- Maintain segregation of duties and strong internal controls.
- Report any suspected fraud, irregularities, or risks immediately.

Administration and operation support

- Provide day-to-day administrative support to office operations.
- Support procurement, logistics, and office management functions.
- Assist in asset tracking and inventory management.

Coordination with programme team

- Ensure financial and administrative services meet programme needs.
- Align financial processes with implementation timelines.

Service continuity and problem solving

- Identify and resolve operational challenges promptly.
- Ensure continuity of services in challenging field conditions

Monitoring and continuous Improvement

- Track performance of financial and administrative services.
- Implement improvements based on feedback and audit findings.

Education

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

Experience

- Minimum of 2–3 years of relevant experience in finance and/or administration, preferably in an NGO or humanitarian setting
- Experience in field-based operations is an advantage
- Hands on experience with Maconomy ERP or other recognised ERP.

Skills and Competencies

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 a Six (6) months contract as Maternity Cover.

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

Expected starting date: September 3rd, 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) online through the link.

The position is open to South Sudan nationals only.

The deadline for applications: On 13th 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.