

Head of Operational Finance & Support Services

Deadline:
21-10-2026

Central African Republic | Bangui, with frequent travel to field offices

DanChurchAid (DCA) is seeking an experienced, hands-on Head of Operational Finance & Support Services (HoOFSS) to lead the day-to-day delivery of finance and support services in its Central African Republic Country Office.

Reporting to the Country Director, you will lead the finance, HR, procurement, logistics and administration teams, working closely with programme colleagues and with extended focus on field offices to ensure that staff, funds, supplies and services are available when and where they are needed.

The role centres on practical execution: translating programme plans into clear support-service priorities, maintaining reliable financial controls, resolving operational bottlenecks and following actions through to completion. You will combine team leadership with direct involvement in financial reviews, operational planning and problem-solving.

You will help teams deliver in a demanding and changing environment. We are looking for someone who remains calm under pressure, makes sound decisions, pays attention to detail and provides constructive, service-minded support to colleagues.

Your key responsibilities

Operational delivery and field-office support

- Coordinate day-to-day support services across the country office and field offices, aligning finance, HR, procurement and logistics priorities with programme delivery.
- Convert project workplans into practical support-service schedules, with clear responsibilities, deadlines and follow-up.
- Regularly review outstanding payments, procurement requests, staffing needs and other operational constraints; agree corrective actions and track their completion.
- Maintain close contact with field teams and conduct field visits to review delivery, resolve problems and strengthen working practices.
- Provide the Country Director with concise operational updates, highlighting financial pressures, delivery risks and decisions requiring escalation.

Operational finance and financial control

- Lead routine financial operations, ensuring timely and accurate accounting, payments, reconciliations and month-end closure in line with DCA procedures.
- Prepare and monitor cash-flow forecasts and funding requests so that country and field offices can meet approved commitments.
- Work with budget holders to prepare project budgets and forecasts, review expenditure and commitments, and address variances before they disrupt delivery.
- Monitor shared support costs, allocations and available funding, and ensure that budget revisions and project closures are completed on time.
- Review payment documentation, account balances and financial records; maintain segregation of duties and approval controls within delegated authority.
- Ensure accurate recording in DCA's financial system, Maconomy, and complete, accessible supporting documentation for financial transactions.
- Coordinate timely donor and internal financial reporting with programme colleagues and headquarters.
- Coordinate audit preparation, respond to audit queries and ensure that agreed corrective actions are implemented.
- Ensure that financial operations follow DCA and donor requirements and applicable local legal and tax obligations, seeking specialist advice where needed.

Procurement, logistics and administration

- Oversee procurement planning and follow up on sourcing, purchasing and delivery

Contact person:

Jean-Baptiste Heral

Place of Work:

Bangui

schedules to meet programme needs.

- Ensure procurement decisions are documented, competitive and compliant with DCA and donor rules, with appropriate checks on costs, quality and delivery.
- Monitor suppliers, service providers and contracts; address delays and performance issues and escalate contractual risks when necessary.
- Ensure practical arrangements for transport, fleet, stock, assets, premises and IT support, including maintenance, inventories and reliable records.
- Work with field teams to improve the availability and reliability of supplies and services within access and security constraints.

HR operations and team management

- Oversee timely delivery of recruitment, onboarding, personnel administration, payroll inputs and staff records, in collaboration with HR colleagues.
- Ensure HR processes follow DCA policies and applicable local requirements, referring complex employment matters to the appropriate HR advisers.
- Set clear priorities for support-service managers and their teams, monitor workloads and follow up on performance and agreed deliverables.
- Coach colleagues through practical work, strengthen technical skills and ensure effective delegation and continuity during absences.
- Promote respectful working relationships, inclusive teams and high standards of conduct and accountability.

Process improvement and accountability

- Identify recurring delays, errors and control weaknesses and implement practical improvements to workflows, tools and documentation.
- Use regular checks and simple performance measures to monitor delivery times, financial accuracy and completion of corrective actions.
- Work closely with programme teams to ensure support services are responsive while maintaining appropriate controls.
- Apply DCA's values, humanitarian principles and safeguarding requirements in daily work and management decisions.

What you bring

- A bachelor or master degree in finance or accounting,
- At least five years of relevant experience in finance and operational support within an NGO or comparable organisation, including at least two years leading teams or managing support functions.
- Strong practical experience in budgeting, cash-flow management, accounting, financial reporting and internal controls.
- Experience supporting project implementation and field operations, including coordinating finance with procurement, logistics and HR.
- A working understanding of donor compliance and internal and external audit requirements, with experience implementing corrective actions.
- Confidence using financial systems, budget tools and spreadsheets to analyse data and support operational decisions.
- Proven ability to prioritise competing needs, resolve problems and follow through on deadlines in a demanding environment.
- Effective people-management, coaching and communication skills, with a collaborative and service-minded approach.
- Fluency in written and spoken French and English.
- A commitment to equality, diversity, safeguarding and DCA's values.

What we offer

- A 12-month contract with the possibility of extension.
- A generous remuneration package, with salary and benefits in accordance with the

applicable DCA employment terms.

- A meaningful opportunity to improve operational delivery and support humanitarian programmes in the Central African Republic.
- Opportunities for professional development and collaboration with committed colleagues.

How to apply

Application deadline is 21 October 2026

Applications will be reviewed and interviews conducted on a rolling basis. DCA reserves the right to select a candidate before the closing date.

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