TERMS OF REFERENCE

Finance Officer

Duty Station: Mogadishu, Somalia
Position Title: Finance Assistant – Dan Guud Project
Classification: Consultant for the Benadir Administration
Duration: 6-month, with possibility of extension
Salary: $500 USD per month

The overall objective of the Dan Guud Project is to promote stability in Mogadishu through targeted interventions that foster good governance, safety and economic recovery.

General Functions

Under the overall guidance of the Mayor of Mogadishu, in direct collaboration with the Deputy Mayor, and under direct supervision by the Finance Officer, the Finance Assistant will perform routine functions in the area of financial administration, verification of payments, and general accounting duties with connection to Dan Guud project activities, managing financial documents to work in accordance with the donor’s financial rules and regulations.

Essential functions:

1. Review all Dan Guud payment requests to certify that appropriate supporting documents have been provided and the correct project codes have been used, in preparation for submission to the Finance Department in Nairobi support office.
2. Ensure that all operational and grant payments related to the Dan Guud project are paid on time, by processing of all cash and bank transactions and wire transfer payments.
3. Assist the finance Officer in analyzing operational and sub-grants expenditure against budgets and advise the management of the TIS project.
4. Provide the Finance Officer with accurate finance clearance of every sub-grant to enable the efficient close out of completed grants.
5. Maintain accounting spreadsheets in accordance with donor’s procedures.
6. Prepare monthly financial reports for Dan Guud unit in Mogadishu for review and reconciliation by the finance Officer
7. Assist Finance Officer in monitoring expenditure in line with budgets and in line with coordination with the field operations and Nairobi support office
8. Review and compute travel claims and imprest accounts; assist staff members in preparation before submitting to relevant finance counterparts.
9. Perform any other duties as may be assigned from time to time.

Desirable Qualifications:

1. Higher Diploma in Accounting, Commerce, Business Administration or an equivalent combination of training and experience.
2. Preferable two years of professional experience in finance and grants administration preferably with international NGOs
3. Mature individual, with attention to detail, able to work independently and under stressful conditions and tight deadlines.

4. Functional competencies required: effective communicator, successful negotiator, creative analytical thinker, active learner, and team player and cross cultural facilitator.

5. Demonstrated ability to maintain integrity in performing responsibilities assigned.

6. Previous experience with UN and International Agencies, international or local NGOs is required.

7. Strong knowledge of computer applications, especially MS Word, Excel, Outlook and Access.

8. A thorough knowledge of written and spoken English and Somali is required.

How to apply:  
Interested candidates must send a CV/resume to danguud.benadir@gmail.com.

Write “Finance Assistant” in the SUBJECT LINE.

ONLY SHORT-LISTED APPLICANTS WILL BE CONTACTED.

Closing date: November 02, 2011