TERMS OF REFERENCE

Finance Officer

Duty Station: Mogadishu, Somalia
Position Title: Finance Officer – Dan Guud Project
Classification: Consultant for the Benadir Administration
Duration: 6-month, with possibility of extension
Salary: $800 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 Grants Manager, the finance officer 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. Review all Purchase Requisition Forms and Purchase Orders raised related to procurement in the field, and certify that all appropriate supporting documents are attached using correct project codes before submission to the Finance departments in Nairobi support
3. Maintain accounting spreadsheets in accordance with donor’s procedures.
4. Extract monthly financial reports of all active grants from the accounting/financial system; prepare project reports and updates for the Finance Department in Nairobi support office
5. Review and reconcile the monthly financial reports prepared by the finance assistant in Dan Guud unit in Mogadishu
6. Prepare the quarterly accruals report for the Nairobi support office.
7. Periodically (as scheduled) review commitments and follow up finalization with relevant units.
8. Monitor expenditure in line with budgets and in line with coordination with the field operations and Nairobi support office
9. Review and compute travel claims and imprest accounts; assist staff members in preparation before submitting to relevant finance counterparts.
10. Perform any other duties as may be assigned from time to time.

Desirable Qualifications:

1. Degree or Higher Diploma in Accounting, Commerce, Business Administration or an equivalent combination of training and experience.
2. Preferable three 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.

9. Must have a valid passport that allows travel within the East African and Horn region.

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

Write “Finance Officer” in the SUBJECT LINE.

ONLY SHORT-LISTED APPLICANTS WILL BE CONTACTED.

Closing date: November 02, 2011