

JOB DESCRIPTION

Job Title:	Finance/Administration Officer
Location:	Mogadishu with travel to Kismayo, Baidoa, Hargeisa, Garowe and Nairobi
Reporting to:	Somalia Finance Manager
Contract duration:	Open Contract – subject to continuation of funding
Key relationships:	Finance officers in Nairobi; Somali/ land Programme team;
Salary range:	USD 22,899-29,007 gross per annum
Description of Saferworld and the relevant programme/division: <p>Saferworld is an international non-governmental organization that works to prevent and reduce violent conflict. We believe that everyone should be able to lead peaceful and rewarding lives free from insecurity and violence. Our head office is in London and we have regional offices in Nairobi, Hargeisa and Mogadishu. We are currently implementing programmes with six partner agencies across Somaliland, Puntland and south and central Somalia.</p>	
Job Purpose: <p>We are seeking an experienced Finance and Administration Officer to ensure the smooth and efficient management of the financial and administration systems.</p> <p>We are seeking an experienced Finance/Admin Officer who, with the Finance Manager, will be responsible for ensuring the efficient and transparent oversight and management of finances for designated Somali/land programmes in line with recognized accounting/auditing standards and Saferworld procedures. The post holder will ensure all aspects accounting, regulatory and financial reporting budgeting and financial forecast preparations are done in a timely and accurate manner and efficient administrative systems are in place.</p>	
Duties: <ul style="list-style-type: none"> • Work with programme managers and the Somalia Finance Manager to develop monthly cash forecasts. • Act as point of contact for financial queries, requests and deliverables from programme managers, the Head of Office and partner organisations • Conduct day to day management of finance functions, including oversight of cash disbursements, cash receipts, banking, and petty cash management, collection and payment of relevant taxes to local authorities and other finance related tasks • Prepare timely and accurate cash transfer requests • Reconcile bank, safe and petty cash accounts and follow up on discrepancies as required • Prepare staff personal account reports monthly and forward to staff • Establish an effective filing system that provides easy access to finance-related information and proper documentation of all financial, contractual and other transactions • Help facilitate visits by, and meet requirements of, external and internal auditors • Ensure programme expenses are charged against their required cost centres and donor accounts 	

- Monitor partner expenses, review their financial documents on a monthly basis and upload to Quickbooks
- Support partner finance staff through capacity building on Saferworld and donor financial regulations and compliance
- Any other financial duties requested and directed by the line manager.
- Manage payroll as required ensuring
- Ensure procurement procedures are in place in line Saferworld's procedures
- Maintain staff records as required for audit purposes

PERSON SPECIFICATION:

- Bachelor's degree in finance, ACCA or management with specialisation in finance or accounting
- At least 3 years' experience of working in finance for INGOs in Somaliland or Somalia
- Sound knowledge of Somalia/ land-specific finance
- Sound knowledge of accounting procedures and principles
- Excellent skills of operating QB, Sun systems and Excel
- Fluency in English (written and spoken)
- Fluency in Somali language
- A positive problem-solving approach
- Good interpersonal and team-working skills
- A willingness to promote the work of Saferworld and develop collaborative work with others
- A commitment to working in a non-partisan manner
- A commitment to learn and be open to new ideas and approaches.

Salary range: USD. \$22,899-29,007 gross per year

Leave entitlement: 28 days holiday a year (Jan - Dec) in addition to relevant public holidays

Probation: There will be a probationary period of three months

Hours: Standard working week is 37.5.

Application process:

To apply, please fill in an application form (a copy of which can be found at www.saferworld.org.uk/jobs/jobs) and send it to jobs@saferworld.org.uk Please state, SOMAFO in the cover line.

Application Deadline: 23 October 2017

Please note: CVs **will not be considered** in place of a completed application form