

## Vacancy Announcement

**Position:** Finance Officer

**Date of Issue:** 29<sup>th</sup> May 2015

**Type of Contract:** CISP Standard Contract

**Closing Date:** 14<sup>th</sup> June 2015

**Location:** Mogadishu

**Post Grade:** SS-4

**Contract Begins:** 1<sup>st</sup> July 2015

**Reports to:** Operations Manager and NBI Admin Dept.

### **BACKGROUND INFORMATION:**

Comitato Internazionale per lo Sviluppo dei Popoli (CISP), or International Committee for the Development of Peoples, is an International Non-Governmental Organization (NGO) set up in 1982 and formally established in 1983 with its Headquarter in Rome (Italy). In collaboration with various local partners, CISP carries out projects in areas of humanitarian assistance, rehabilitation and development, in more than 30 countries in Africa, Latin America, Middle East, Asia and East Europe. CISP's mission is to promote fundamental rights for all, to participate in development, peacekeeping, recovery and emergency response processes in partnership with all key stakeholders.

### **Main duties & Responsibilities:**

- The Finance Officer will maintain detailed records for all financial transactions in an organized and professional manner
- Keep accountability updated on a daily/weekly basis and perform daily functions including recording all cash, cheque and bank transfer transactions, maintain field cash and bank ledger, monitor cash advances and field expense reports, reconcile cash on hand and monthly bank reconciliation;
- Maintain and update the day book journal called Prima Nota per project and per account, detailed records for all financial transactions in a timely, organized and professional manner;
- Excellent reporting and attention to detail are crucial for accurate and up-to-date information;
- Ensure adequate cash flow for operations and safety of financial resources at the base and ensure all cash is reconciled on a weekly basis, reporting any over/under to country office and investigate any over/under situations;
- Ensure financial/accounting activities are carried out in accordance with CISP's accounting policies;
- Review and approve financial transactions for CISP field operations based in the region as appropriate;
- Ensure safety of financial resources at Field level;
- Maintain accuracy in financial records;
- Provide monthly project financial reports to operations manager
- Execute payments which have received proper authorization;
- Ensure all documentation and supporting documents to and by projects are filled and archived;
- Maintain close and cooperative working relationships with Field Base and Nairobi staff;
- Support the Operations Manager to ensure all the official documents related to the project are fully matching the standards required, and follow the standard formats prepared; this might also involve the check of documents coming from other locations other than the main office;
- Assist the Field Coordinator, field admin and the Field Managers with all the administrative and financial issues related to the project;

- Provide support to the Field Coordinator and/or Program Managers with regard to financial policies/practices and related areas as required;
- Liaise with Logistic Officer in Asset and Inventory management; ensuring that the data corresponds with the available assets.
- Ensure compliance with reporting deadlines
- Coordinate monthly incentive payment
- Perform accounts payable functions
- Supervise and manage CISP Field Office support staff (security, cleaners, cooks).
- Support other field administrators, when required;
- Participate in training or workshop sessions, whether in Somalia or Nairobi, as requested.

### **Other Duties**

- Develop capacity of non-finance staff on CISP & relevant donor financial management guidelines, policies and procedures
- Maintain an updated memorandum register of fixed assets acquired by the various projects in order to track the acquisition, movement and disposal of such project fixed assets in line with donor agreements.
- Identify areas for financial and administrative improvement and work to implement feasible improvements.
- Carry out any other duties that may be assigned by supervisors from time to time.

### **CORE COMPETENCIES**

- First degree in Accounting, Finance or related field.
- Relevant professional qualification in accounting – CPA, ACCA level II, CIMA preferred. At least 3 years relevant work experience in similar capacity with INGO
- Proficiency in Microsoft applications.
- Strong organization skills, analytical skills and accuracy.
- Good knowledge of Human Resource Management and Organization Behaviour.
- Excellent English (spoken and written).
- Excellent relations and communications skills, good team player, diplomatic and able to deal with a mixed cultural team.

### **HOW TO APPLY:**

Candidates who meet the required qualifications and experience should send a detailed Curriculum Vitae, a cover letter, copies of certificates and a list of 3 referees including their contacts to: [cisp@cisp-som.org](mailto:cisp@cisp-som.org)

Email subject: **'APPLICATION - FINANCE OFFICER'**

***Only short listed candidates will be contacted. Please note that we do not charge fees for receiving or processing job applications.***