



## VACANCY ADVERTISEMENT

### *For Somali Nationals Only*

World Vision is an International Relief and Development organization, whose goal is to achieve long-lasting benefits in the quality of life for vulnerable children and their families, displaced persons and communities. The Somalia program wishes to invite applications from highly competent dynamic, self driven and results oriented Somali National to fill the following vacancy. The successful candidate will be based in **WV Office, Garowe, Puntland.**

### **Project Finance Officer-II**

#### **Major Responsibilities:**

**Participate in preparing monthly and quarterly cash projections for projects operational costs.**

-Participate to oversee day to day activities of the finance department and prepare daily cash analysis for Puntland.

**Run office petty cash and ensure liquidity in the office to efficiently facilitate daily minor expenses in the office.**

-Prepare all voucher payments, prepare, update Cash On Hand Account daily analysis on finance expenses sheet.

-Ensure cheques are issued without any errors and alterations.

-Ensure sound and sound and auditable filling system of all financial records in the office.

**Responsible and act as the focal point to coordinate partners financial documents, review and process them for payment in liaison with the RA.**

-Coordinate LDRs submission and ensure that LDRs tracking matrix is updated before the 05<sup>th</sup> of each month for last month.

-Analyze, control and accurately maintain relevant General Ledger Accounts and initiate corrective action as necessary in consultation with the Regional Accountant.

Generate payment processes in accordance with World Vision Somalia financial rules and regulations.

-Assist in preparing periodic financial reports and budget preparations.

-Prepare bank reconciliations, and follow up on locally recoverable items;

**Monitor local bank account balances and keeps track of balances to ensure that there are sufficient funds, and prepare replenishment requests whenever necessary;**

-Participate in capacity building to staffs on financial policies and procedures; interpret and assess the impact of changes and make recommendations on follow up cases

**Draft or prepare correspondence to respond to inquiries in respect to relevant financial matters;**

**-Perform any other duties as may be assigned from time to time by the supervisor.**

**Other Competencies/Attributes:**

- Demonstrates well-developed interpersonal skills, excellent communication skills, both verbal and written, as well as negotiation skills
- Must adhere to set security standards
- Ensure a gender perspective in the scope of work

**Qualifications: Education/Knowledge/Technical Skills and Experience**

The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training:

- ***Educational level required: Degree in Business Administration, finance and accounting.***
- ***Technical Training qualifications required: Professional technical skill desired.***
- ***Experience: 3 years of experience in Finance and Administration management in Somalia.***

**Working Environment / Conditions:**

- ***Work environment:*** Office-based with frequent travel to the field
- ***Travel:*** 10% Domestic/international travel is required.

Interested and qualified candidates should log on to;

**<https://careers.wvi.org/jobs/somalia/finance/project-finance-officer/7489>** for detailed requirements and qualifications for the above jobs.

**All applications should be received by 23 May, 2017. Only shortlisted candidates will be contacted.**