



ADVERTISEMENT FOR ADM/FINANCE ASSISTANT

ADRA is an international Non-Government Organization whose mission is to change one life at a time through enhancing development in individuals and communities. ADRA Somalia is looking for a qualified candidate to fill the position of **Admin/Finance Assistant to be based in Garowe office.**

Responsibilities:

The role of Admin/Finance Assistant is to provide:

- Preparation of payment vouchers.
- Assist the Admin/Finance officer(s) to monitor field expenses and send the same to head office.
- Assist in preparation of field finance reports.
- Filing of all incoming and outgoing correspondence.
- Assist in procurement of goods especially in the emergency projects.
- Filing of completed documents in proper files.
- Backstop the Administration/Finance Officer(s) as needed.

Qualifications/Experience

- A Degree in business administration with a specialization in accounting.
- At least 3 years' experience with an NGO or UN agency in a related position.
- Computer literate with knowledge of Word processing and Excel spreadsheet
- Good written and spoken English and Somali
- Honest and dependable character
- Good sense of cleanliness

If you meet the above requirements, please send your application letter and Curriculum Vitae to hr@adrasom.org not later than 5th September 2017. Only short-listed candidates will be contacted.