



VACANCY RE-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 to be based in Garowe, Puntland.

Finance Officer-II (Garowe, Puntland).

The position holder will contribute to the implementation of effective and accountable financial and asset control systems. With the assistance of the Finance and Support Service Manager, the position holder will implement planning, tracking and reporting mechanisms which contribute to effective and accountable programs. The incumbent will provide technical backstopping to program teams, promoting adherence to World Vision's Field Finance Manual for a host of routine financial transactions. With the assistance of FSS Manager, the incumbent will promote awareness of Finance and Support Service Manual with staff members and implementing partners

Major Responsibilities:

1: Contribute the implementation of effective and accountable financial and asset control systems:

- Contribute to the implementation of day-to-day activities for the finance department covering the entire region;
- Prepare cash analysis for projects;
- Facilitate payment processes in accordance with Field Finance Manual;
- Facilitate voucher payments;
- Update and analyze finance expense sheet;
- With support from the Finance and Support Service Manager- update Cash On Hand Account to ensure office liquidity;
- Track staff advances, providing regular updates to FSS Manager to ensure they are settled within 7-days;
- Prepare payment for suppliers, including check issuance and payment through electronic banking mechanisms;
- With support from FSS Manager, maintain accurate General Ledger Accounts, spearheading revisions and providing analysis as required;
- Generate cash transfers and payment processes, ensuring supporting documentation is in place as per the World Vision Field Finance Manual;

2: Contribute to the implementation of timely planning, tracking and reporting mechanisms:

- With the guidance of FSS Manager, prepare monthly, quarterly cash projections for project operational cost;

- With the guidance of FSS Manager, draft basic budgets for sector activities for proposal development;
- With the guidance of FSS Manager prepare bank reconciliations and follow up on locally recoverable items;
- Maintain sound and auditable filing system for all financial records;
- Coordinate the compilation and processing of implementing partners financial documentation;
- Coordinate the completion of LDR with field teams, providing technical back-stopping and tracking submissions, following up with staff to ensure timely monthly implementation

3: Promote awareness of World Vision finance policy and procedure to ensure accountable implementation of World Vision programs:

- Facilitate in capacity building of staff members on finance policies and procedures;
- Provide technical back-stopping to implementing partners, providing on-the-job mentoring of World Vision finance requirements;
- With support from FSS Manager, draft responses to queries from various external stakeholders regarding World Vision financial matters;
- Analyze existing/new processes and procedures and advise Finance and Support Service Manager on means to improve current practice;

Qualifications: Education/Knowledge/Technical Skills and Experience

- Minimum of Bachelor's Degree in Finance, Business Administration or any other related field.
- Should have a minimum of 3 years' experience in Finance/Accounting and/or grants management in a busy and large work environment. Past experience working in an International organization is an added advantage.
- Demonstrate attention to details and very good organizational skills.
- Ability to present financial data in a clear and coherent manner
- Good knowledge of computerized accounting systems, preferably Sun System is preferred.
- Demonstrate very good skills using excel, PowerPoint, and word.
- Demonstration of past experience dealing with Sub-grantees, donors and supporting program staff will have an added advantage
- Demonstrate well developed interpersonal skills, excellent communication skills, both verbal and written as well as negotiation skills

Working Environment / Conditions:

Work environment: Office-based with frequent travel to the field

Interested and qualified candidates should log on

<https://careers.wvi.org/jobs/somalia/finance/finance-officer-ii-garowe-puntland/8440> for detailed requirements and qualifications for the above jobs.

All applications should be received by 27th September, 2017. Only shortlisted candidates will be contacted.