

<b>Job Title:</b>	Finance Manager
<b>Department:</b>	Finance
<b>Location:</b>	Mogadishu - Somalia
<b>Reports to:</b>	Country Director Somalia
<b>Line Management responsibility:</b>	Finance Staff
<b>Budgetary Responsibility:</b>	TBC
<b>Child Safeguarding level:</b>	We are committed to the safeguarding and protection of children and vulnerable people in our work. We will do everything possible to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us. Therefore, this post is subject to a range of vetting checks including a criminal records disclosure, DBS, or in the event that the employee is not a UK resident, a check to its equivalent in the current residing country will be required.
<b>Job Purpose:</b>	
To provide a pro-active, efficient, timely and relevant finance service to the technical and operations departments including project reports at a level of detail necessary to manage budgets effectively, ensuring proper books of account are maintained in compliance with local law and MA Finance Management Policies and Procedures and timely management and financial accounting reports are provided to head office staff and donors as laid down in the reporting timetable and to be part of the Senior Management Team of the country team.	
<b>Key Accountabilities:</b>	
<b>Financial Accounting</b>	
<ol style="list-style-type: none"> <li>1. Ensure monthly transactions are entered in the General Ledger accurately and on a timely basis</li> <li>2. Act as a cheque signatory taking primary responsibility for checking the validity and account coding of payments</li> <li>3. Approve advances for field activity and staff travel, ensuring proper process for disbursement of funds, correct documentation, and the settlement of advances in a timely manner</li> <li>4. Maintaining the integrity of the balance sheet by checking and validating a) monthly bank reconciliations, following up outstanding items b) purchase ledger reconciliations c) staff advances and other debtors d) sundry creditors and all other creditors e) check the fixed assets register is up to date monthly</li> <li>5. Approve the monthly payroll, ensuring direct transfer to staff salary accounts and remitting the payroll deductions to the correct government authorities</li> <li>6. Work with the Regional Finance Manager to improve financial systems in the Country office, recommending change as part of the global MC improvement to provide timely and appropriate financial information to MC's Budget Holders and donors</li> <li>7. Submit the monthly report to the regional office in line with Malaria Consortium monthly reporting checklist and timetable</li> </ol>	
<b>Management Accounting</b>	
<ol style="list-style-type: none"> <li>8. Ensure project financial reports for donor and partners are prepared according to donor requirements; submit reports to the regional office for review prior to submitting to the donor</li> <li>9. Ensure monthly management accounts are reviewed and variances are acted on by budget holders; report to the CD/HQ Finance on the variances and the corrective action that will be taken</li> <li>10. Prepare annual budgets and monthly cash flow projections for the country office</li> <li>11. Make regular visits to the field offices, project sites and partners to ensure quality in all aspects of finance management</li> </ol>	

**Legal, security and Risk Management**

12. Coordinate with the auditors to complete required statutory audits
13. Conduct spot checks in the head and field offices to ensure internal control are working
14. Regularly review all legal contracts to ensure MA's financial commitments are met
15. Ensure, in conjunction with Country Director, compliance with all local legal requirements, including tax, pensions and insurance
16. Identify and assess risks facing the Somalia programme and develop mitigation strategies along with the Country Director & HQ

**Partnerships and Networking**

17. Support Program Managers to strengthen networks in the Muslim Aid Somalia's collaboration areas
18. Provide support to the networks for building capacity of the partner organizations
19. Support the Programme Managers in strengthening our relationship with the strategic networks and alliances
20. Represent Muslim Aid Somalia and participate in network and alliance meetings, events, and forums at national and international levels
21. Ensure effective information flow and communication with other stakeholders including partners and international teams
22. Ensure effective partnerships at all levels as per standard procedures and guidelines of the organization
23. Coordinate and support review of Muslim Aid partnerships
24. Ensure follow up of partners after reviews and reflections

**Human Resource Management**

25. Lead and manage program team to achieve its mandated targets in accordance with annual operational plans
26. Ensure an empowering work environment and team building in compliance to Muslim Aid International and Country 's values, principles and attitude
27. Ensure an enabling environment for staff performance, recognition, and reward of the program team to encourage staff productivity, innovation, and performance (e.g., facilities, equipment, duty facilitation, team building etc.)
28. Participate in the review of staff job descriptions and setting of performance standards
29. Involves in recruitment of staff under supervision of HR.
30. Assigns performance objectives to supervised staff, conducts comprehensive performance appraisal of supervised staff and provides / obtains feedback when necessary
31. Ensure that performance records of staff under supervision are submitted to HR on time
32. Provides induction, training, coaching, mentoring and advice to supervised staff to ensure that they understand and carry out their responsibilities effectively

**Policy Management and Compliance**

33. Lead the development and implementation of country-specific guidelines for the management of partnerships in line with the CSP and other relevant organizational policies
34. Participate in the review and update of Muslim Aid policies and procedures at country level and advise the SMT on the potential implications of the new system, policies, and procedures
35. Implement all necessary policies and procedures to ensure that correct procedures are followed by staff under supervision
36. Adhere/ Comply with approved organizational policies and procedures

**Other**

37. To ensure all records are maintained and stored appropriately in line with MA document management and IT policies.
38. To comply with all policies, procedures, legal and regulatory requirements.

39. Any other duties commensurate with the accountabilities of the post.  
40. Plus, any other, e.g. travel requirements

Person Specification		
	Essential / Desirable	Assessment Stage
<b>Qualifications:</b>		
Educated to bachelor's degree level. Qualified ACA, ACCA or CIMA Accountant.	Essential	Application
Postgraduate degree in Accounting.	Desirable	Application
<b>Experience &amp; Knowledge:</b>		
Understanding of development programmes design, implementation, and evaluation.	Essential	Application and Interview
Experience of successfully financial management and dealing with institutional donors and international donors.	Essential	Application and Interview
Proven experience in monitoring and evaluation of budgets; using of budget variance analysis in support of financial management.	Essential	Application and Interview
Proven experience and knowledge of effective budgetary control and grant management.	Essential	Application and Interview
Knowledge of NGO donors and their financial reporting requirements	Essential	Application and Interview
Knowledge of SPHERE, CHS and DEC Accountability Framework priorities and other humanitarian/development sector initiatives and standards.	Desirable	Application and Interview
<b>Skills &amp; Abilities:</b>		
Good interpersonal and communication skills and ability to liaise effectively with people at various levels.	Essential	Application and Interview
Good teamwork skills with the ability to work with different and sometime conflicting agendas.	Essential	Application and Interview
Good organisation, coordination, and project management skills.	Essential	Application and Interview
Strong and well-developed analytical skills coupled with experience of writing quality proposals and reports Strong analytical abilities.	Essential	Application and Interview
IT literate with knowledge of Microsoft Office applications and the ability to learn and use any software adopted by Muslim Aid. Knowledge of the use of financial management software such as quick book.	Essential	Application and Interview
Ability to adapt to changing deadlines and priorities.	Essential	Application and Interview
Ability to work in and with a diverse team.	Essential	Application and Interview
Ability to work under pressure and on own initiative.	Essential	Application and Interview
Ability to analyse and assess complex situations and develop policies.	Desirable	Application and Interview
Willingness to travel at very short notice.	Essential	Application and Interview
<b>Commitments:</b>		
Commitment to Muslim Aid's mission, visions and values	Essential	
Commitment to Muslim Aid's ethos	Essential	
Commitment to equality of opportunity and diversity	Essential	
Commitment to Muslim Aid's Global Safeguarding Policy	Essential	

You will display the competencies below :	
Competencies	Definition
Team working	Co-operates with and respect colleagues to exceed up and beyond individual efforts.
Communication	The ability to listen, express and communicate information effectively.
Performance Management	Delivery of organisation objectives through effective setting of SMART personal goals and team goals.
Results Focused	Getting the job done in an efficient way through effective time, task and financial management.
Leadership	Inspiring, supporting and developing others to achieve outstanding levels of performance.
Innovation & Continuous Improvement	Constantly seeking to improve the way business is done through analysis, creativity, problem solving and change initiatives.

Please signify your acceptance of this job description by signing below and returning a copy to HR					
Employee signature:		Employee Name:		Date:	
Line Manager signature:		Line Manager Name:		Date:	