JOB VACANCY ANNOUNCEMENT

Finance and Administrative Officer

Position Summary: The Finance and Office Administrator is a key member of Transparency Maldives team. He/She will be directly responsible for providing finance and administrative support to Transparency Maldives. The Finance and Office Administrator will also be expected to provide program support to the activities of TM.

Key Qualifications:

Required

Educational qualifications:
● Bachelor’s Degree in Accounting/ Finance/ Human Resources/ Business Administration or equivalent

Experience and skills:
● A minimum of 2-3 years of administrative/ human resources and supervisory experience
● Excellent written and oral communications skills in both Dhivehi and English
● Knowledge of accounting, data and administrative management principles, practices and procedures
● Excellent computer skills including use of MS Excel and Word.

Personal qualities:
● High level of personal integrity and professionalism
● Strong interpersonal skills and ability to address employee and organizational needs
● Strong analytical, problem-solving and decision-making skills
● Detail oriented, highly organized and flexible
● Strong commitment to Transparency Maldives’ and values and standards

Desirable:
● Familiarity with Maldivian employment laws and standards
● Experience with non-governmental organizations
● Experience in developing budgets and financial reports to donors.

Remuneration: MVR 13,200.

Closing date for application: Thursday, 28th May 2015.

Tentative selection plan:
● Shortlisted candidates will be notified and interviewed from 29th to 30th May 2015.
● A final candidate will be chosen by 2nd June 2015.
● Expected Starting Date: 7th June 2015.

Duration of Contract: Fixed term contract of 6 months at the start, but can be extended subject to performance.

Application and selection procedures: Submit a cover letter stating clearly which position you are applying for; why you are suitable for the post, recent curriculum vitae and names of two referees addressed to Ms. Mariyam Shiuna, Executive Director to thoriq.hamid@transparencymaldives.org. Only short-listed candidates will be contacted for interviews.
TERMS OF REFERENCE (TOR)

Position title: Finance and Administrative Officer.
Location: Malé, Maldives
Reports to: Executive Director

I. Organizational context

Transparency Maldives is a non-partisan organization that endeavors to be a constructive force in society by promoting collaboration and discussion on corruption, transparency, and accountability. Our organization seeks to engage with stakeholders from all sectors (government, business, political and civil society, among others) to raise awareness of corruption’s detrimental effects on development and society, improve transparency and accountability in governance, and eliminate corruption from the daily lives of people.

Transparency Maldives received formal government registration in 2007, and is the National Contact of Transparency International (TI) in the Maldives.

II. Position Summary

The Finance and Administrative Officer, working closely with the Finance and Admin team, is responsible for the organization and coordination of office operations, procedures and resources to facilitate organizational effectiveness and efficiency.

III. Key Roles and Responsibilities

1. Maintain and update office and staff records, including employee files and office filing system
2. Staff recruitment processes, including contracting and maintaining HR files
3. Administrative supervision of project staff
4. Supervise and maintain salary policies and administer payrolls
5. Provide efficient and effective office management, including establishing and maintaining staff and organizational administrative policies, procedures, standards and codes of conduct.
6. Support office operations and maintain supplies and inventories.
7. Assist in maintaining appropriate finance systems and overseeing compliance with internal controls and accounting procedures
8. Assist in providing financial management oversight, prepare and analyze budgets, prepare financial reports and cost projections
9. Prepare and review budgets and accounts in accordance with donor requirements
10. Manage bank accounts and statements, maintain accurate and timely banking records, and assist in planning and monitoring cash flow requirements
11. Supervise and review petty cash custody and the petty cash reconciliation on a weekly basis
12. Manage and supervise transactions, procurement and expenditures ensuring that they comply with TM policies and procedures as well as donor requirements
13. Assist in project and internal/external audits conducted by the organization
14. Perform other relevant duties as required