



JOB VACANCY ANNOUNCEMENT FINANCE OFFICER

Job Title: Finance Officer (fulltime)

Location: Malé, Maldives with occasional travel

Duration of Contract: Initial fixed-term contract of 1 year (with a 3-month probation period) with the possibility of extension

Remuneration: MVR 14,278 - 15,866

Start Date: 1 April 2020

I. Organizational Background

Transparency Maldives is a nonpolitical 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, politics 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 Chapter of Transparency International (TI) in the Maldives.

II. Position Summary

The Finance Officer is a key member of Transparency Maldives team. He/She will be directly responsible for the management of the finances of TM. The Finance officer will also be expected to provide program support to the activities of TM.

III. Key Roles and Responsibilities

- A. Assist in maintaining appropriate finance systems and overseeing compliance with internal controls and accounting procedures
- B. Assist in providing financial management oversight, prepare and analyze budgets, prepare payments and keep track of cash and checks.
- C. Prepare project financial reports before the deadline and gather all invoices according

to the report scan and photocopy them and send to the donors according to their requirements and preference.

- D. Prepare and review budgets and accounts in accordance with donor requirements
- E. Check project budget requests before withdrawing cash
- F. Check project expense reports and make sure whether all supporting documents are attached.
- G. Prepare POs according to project staffs requests and other purchases.
- H. Support office operations and maintain supplies and inventories.
- I. Manage bank accounts and statements, maintain accurate and timely banking records, and assist in planning and monitoring cash flow requirements
- J. Supervise and review petty cash custody and the petty cash reconciliation on a weekly basis
- K. Prepare monthly pension contributions, upload it to the pension website and process pension payments before the deadline
- L. Assist in project and internal/external audits conducted by the organization
- M. Assist other project teams where assistance is required
- N. Preparing all check payments to vendors and monitoring all payments.
- O. Recording all payments and receipts in the computation summary file
- P. Perform other relevant duties as required

IV. Key Qualifications:

Required

- A. High level of personal integrity and professionalism
- B. Bachelor's Degree in Accounting/ Finance/ Business Administration or any relevant field
- C. A minimum of 2 years working experience in accounting/finance, including developing budgets and financial reporting
- D. Excellent written and oral communications skills in both Dhivehi and English
- E. Strong interpersonal skills and a strong ability to collaborate with a team
- F. Knowledge of generally accepted accounting principles and fund accounting
- G. Works with a high degree of accuracy
- H. Good attention to detail and highly organized
- I. Experience in computerized accounting software
- J. Strong analytical, problem-solving and decision-making skills
- K. Strong commitment to Transparency Maldives' and Transparency International's values and standards



Desirable:

- A. Proficient in preparation of financial statements and reports
- B. Familiarity with strategic financial planning
- C. Experience with non-governmental, community-based, or international organisations

Closing date for applications: latest by 11:59pm, 21 March 2020

Application and selection procedures:

Applicants should send the following documents addressed to Aiman Rasheed, Acting Executive Director, with your name and the position in the subject line to jobs@transparency.mv.

- A. Cover letter explaining your suitability for the role
- B. Recent curriculum vitae
- C. Names and contact details of two referees

Only short-listed candidates will be contacted for interviews.