

Job Vacancy Announcement

Finance Coordinator

Job Title: Finance Coordinator (full-time)

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 17,710 - 18,186

Start Date: 1 April 2020

1. Organizational Background

Transparency Maldives is a non-profit, non-partisan organization that endeavours 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 Contact of Transparency International (TI) in the Maldives.

2. Position Summary

The Finance Coordinator will work closely with the Finance and Admin Manager, and is responsible for maintaining financial and accounting services in order to meet donor requirements and support Transparency Maldives' operations.

3. Key roles and responsibilities

- A. Ensure that appropriate finance systems are maintained, and that all procedures and controls are implemented
- B. Ensure that all transactions are properly accounted for · Manage bank accounts and the transfer of money
- C. Monitor cash flow, and ensure that sufficient funds are always available

- D. Assist in the preparation and review of budgets and accounts to donors, as requested
- E. Implement financial policies and procedures
- F. Establish and maintain cash controls
- G. Prepare and reconcile bank statements
- H. Monitor actual expenditure versus budgets
- I. Ensure transactions are properly recorded and entered into the computerized accounting system
- J. Assist in the production of monthly reports
- K. Make payments and receive funds in accordance with finance procedures
- L. Carry out petty cash count weekly
- M. Prepare monthly/quarterly/annual management reports
- N. Assist any audit undertaken · Maintain the computerized accounting system
- O. Ensure that all accounts records are filed in an orderly and timely manner
- P. Develop improvements in the finance system, as necessary

4. Key attributes

- A. A high level of personal integrity
- B. A Bachelor's degree in Business Administration, Accounting, Finance or a related field is preferable
- C. Minimum 2 years working experience in accounting/finance or a similar field
- D. Excellent written and communication skills in both Dhivehi and English
- E. Ability to collaborate and work with a team
- F. Ability to work independently, and achieve goals with minimal supervision

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.