

JOB VACANCY ANNOUNCEMENT

SENIOR ACCOUNTS AND FINANCE COORDINATOR

Job Title: Senior Accounts and Finance Coordinator

No. of positions: 1

Location: Male', 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 20,470/- (take-home)

Start Date: Immediate

Job posting date: 24 January 2021

Closing date: 4 February 2021 before 4pm (Male' time)

1. Organizational Background

Transparency Maldives is a non-political 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 Chapter of Transparency International (TI) in the Maldives.

2. Position Summary

The Senior Accounts and Finance Coordinator will be responsible for strengthening the accounting and financial mechanism at Transparency Maldives in line with best practices and ensure compliance with donor requirements on budget spending, expenditure and reporting. The Senior Accounts and Finance Coordinator will also coordinate with all project teams and deliver accounting reports for all projects and reconcile all financial projects appropriately. The Senior Accounts and Finance Coordinator will report to Finance and Admin Manager and the Executive Director and will closely work with other operational teams of TM. This position is open to Maldivian locals only.

3. Key Roles and Responsibilities

- Administer and coordinate all financial systems and processes of the organization including general ledgers, internal accounts, accounts payable and accounts receivable, payroll (including all stipends), statutory remittances, insurance, budget monitoring, and other financial systems and processes as required.
- Monitor and record all cash disbursements, expenditures and receipts of the organization, ensuring timely, effective and accurate record keeping.
- Ensure appropriate policies, procedures, and processes with respect to financial transactions (including but not limited to cheque requisitions and related authorization, budgetary expenditures, pay and benefits) are followed.
- Maintain and oversee the organization's banking systems (including but not limited to accounts, statements, records, and institutional arrangements), as well as maintaining the organization's insurance arrangements.
- Assist, support and advise the Executive Director and Finance Manager with respect to financial matters, systems and processes related to the organization.
- Ensure all teams provide timely, accurate, and appropriate financial reporting and remittances, including invoices, cash reports, and all other relevant financial information and records.
- Prepare and deliver various accounting reports for every individual project on a regular basis.
- Manage and reconcile all project financials appropriately.
- Ensure timely and accurate adherence to all statutory, regulatory, and policy regimes with respect to financial and related matters (including but not limited to tax remittance and insurance requirements).
- Perform month-end and year-end procedures including, but not limited to preparing all month-end reconciliations and year-end working papers for the organization's annual audit and other audits as and when required.
- Provide regular reports on all financial activities as required and directed by the ED, in all projects and areas, including but not limited to bank balances, cash flow reports, accounts payable and receivable reports, operational financial statements.

- Prepare annual budget submission and undertake preparation and coordination of annual budget of the organization.
- Assist project teams to prepare/review budgets and ensure effective implementation of all budget and financial issue.
- Coordinate and assist the external auditors during their audit fieldwork and ensure that all audited financial statements deadlines are met.
- Maintain the filing and record keeping systems of the organization's finances.
- Review and recommend modifications to accounting systems and procedures and develop improvements in the finance system, as necessary.
- Provide support to other teams as directed by the Executive Director.

b. Key Attributes:

Required

- A Bachelor's degree in accounting or finance management with minimum 3 years' experience in accounting and/or finance management.
- Technical knowledge of accounting and finance management.
- Excellent interpersonal skills, including ability to work independently and as part of a team.
- Proactive, detail oriented, highly organized, and problem-solving mindset.
- Ability to work under pressure to meet tight deadlines and work long hours when required.
- Good knowledge of MS Office (in particular Word, Excel and PowerPoint).
- Ability to handle confidential information.
- Professional language proficiency (written and spoken) in both Dhivehi and English.
- Be willing and able to meet tight deadlines and work long hours when required.
- Strong commitment to Transparency Maldives' and Transparency International's values and standards.

Desired

- Graduates with professional accounting qualification (ACA, ACCA, CIMA) and affiliated/ registered with a professional accounting institute or body.
- Familiar with accounting softwares and in particular, QuickBooks and Xero.
- Knowledge of donor agencies and working with non-governmental organizations.

Closing date for applications: 4 February 2021 (Thursday) before 4pm (Male' time)

Application and selection procedures:

Please e-mail the following documents, addressed to Executive Director, to jobs@transparency.mv. All documents must be emailed in pdf format.

- Completed job application form (can be downloaded from TM website <https://transparency.mv/v16/job-application-form/>)
- Curriculum vitae
- Education certificate (Bachelor's degree or higher qualification) (If certificate is not available, course completion letter from University/College/Institution or transcript can be attached instead)

Only short-listed candidates will be contacted for interviews.

Transparency Maldives is an equal opportunity employer. Selection of staff is made on a competitive basis, and we do not discriminate on the basis of national origin, race, colour or ethnic background, religious belief, sex, gender identity and expression, marital or family status, age or ability. We kindly ask applicants to refrain from including in their application information relating to the above as well as from attaching photos.