

JOB VACANCY ANNOUNCEMENT

FINANCE MANAGER

Job Title: Finance Manager

No. of positions: 1

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: Between MVR 25,195.20/- to MVR 28,320/- (take-home)

Start Date: Immediate

Job posting date: 15 February 2023

Closing date: 23 February 2023 before 4pm

1. Organizational Background

Transparency Maldives (TM) is a 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. TM received formal government registration in 2007 and is the National Chapter of Transparency International (TI) in the Maldives.

2. Position Summary

The Finance Manager will focus on planning, implementing, and managing the finance and administrative functions of TM and work with the management to effectively manage and safeguard the organization with regards to funding, finance, and risk management. The Finance Manager will also assist in supervising the work of finance and administrative staff, interns, and volunteers. The Finance Manager will report to the Executive Director and work closely with all operations and project teams. This position is open to Maldivians only.

3. Key Roles and Responsibilities

(a) Financial Control and Management

- Establishing and implementing effective financial, accounting and bookkeeping policies, systems and procedures.
- Managing accounts payable and receivable, procurement, donations processing and receipt, fixed assets, petty cash, etc.
- Assisting in the preparation and monitoring of organizational and project budgets.
- Providing timely, accurate and clear budgets and reports to donors in collaboration with project teams.
- Applying accounting procedures and protocols in budget administration and financial forecasting, analysis, and reporting.
- Preparing annual budgets and cash flow forecasts and working with management and Board to actively monitor and understand budget variances.
- Ensuring adequate cash flow for TM's requirements, by monitoring donor remittances, and preparing requests for funds as needed.
- Preparing monthly financial statements for management and Board review, and project financial reports as required by donors.

- Managing bank accounts and monitoring reconciliations, transactions including via transfers, and keeping track of authorized signatories.
- Managing recording of transactions to a computerized financial system.
- Preparing financial statements and coordinating annual audits (and project audits as required).
- Liaising with auditors, donors, bankers, insurers, and statutory bodies.
- Recommending policies and procedures in areas encompassing finance and accounting for the consideration of the Executive Director and the Board.
- Establishing and implementing internal controls, administrative systems, policies, and procedures to ensure that TM's day-to-day operational activities are efficient and effective, and in-line with approved strategic initiatives and budgetary allocations.
- Ensuring that activities and policies meet Board directions, donor criteria, as well as applicable legislative requirements.
- Working with the Executive Director and the management to proactively mitigate financial and legal risks to TM and its Board members.

(b) Organizational and operational duties

- Providing support to strengthen and review procurement policies and procedures as required and ensuring that they are in line with donor policies.
- Ensuring compliance with the rules and regulations administered by donors.
- Managing all Grants and Contract related files and information.
- Supporting management in reviewing and developing internal strategies, policies, procedures to strengthen TM's capacity.
- Supporting the TM fundraising efforts as required.

(c) Grants Management

- Provide oversight to the grants program from a financial compliance perspective.
- Support Grants Team in final review of budget and financial compliance prior to submission for COP/AO.
- Upon award, issue advances and disbursement to grants as approved/requested by Grants and Outreach Manager/DCOP.
- Work closely with the Grants Team to ensure timely receipt of disbursement request and liquidation reports.
- Ensure grant disbursement requests and liquidation reports are submitted on a timely manner.
- Ensure that all grant related transactions are maintained and recorded on TM's accounting system.
- Prepare and update grant financial performance in TM's financial reporting to the donors.
- Track and advise CoP/DCoP and Grants and Outreach Manager on transfer of funds between TM and grant recipients.
- Support grants team to build capacity of grant recipients to strengthen financial management and reporting.

4. Key Attributes:

Required

- A Bachelor's Degree in accounting or finance with minimum 5 years' experience in accounting, finance, or related field.
- Technical knowledge of accounting and finance management including budgeting, project financial reporting and preparing financial statements.
- Knowledge of international donor agencies with a minimum of one year experience in maintaining financial standards and practices in accordance with donor requirements.

- 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.
- Proven experience of working with accounting softwares including QuickBooks and Xerox.
- Good knowledge of MS Office (Word, Excel, and PowerPoint).
- Ability to handle confidential information.
- Minimum one year experience working with non-governmental organizations, overseeing finance management, international donor compliance, external audit and reporting of non-governmental organizations.
- Professional language proficiency (written and spoken) in both Dhivehi and English.
- Strong commitment to TM and TI's values and standards.

Desired

- Graduates with professional accounting qualification (ACA, ACCA, CIMA) and affiliated/ registered with a professional accounting institute.
- Experience with international donors including USAID, EU and Transparency International and fundraising.
- Experience in managing and supporting project and external audits.
- Experience in managing, leading and supervising staff.

5. Closing date for applications: 23 February 2023 before 4pm

6. Application and selection procedures:

- Please e-mail the following documents addressed to the executive Director to jobs@transparency.mv or apply via our website <https://transparency.mv/jobs/>
 - ✓ Curriculum Vitae
 - ✓ Job Application form
 - ✓ Educational Certificates (Bachelor's Degree or higher qualification) (If a certificate is not available, course completion letter from University/College/Institution or transcript may be submitted instead)
- All the documents must be in PDF format.
- Completed job application form (Form can be downloaded from Transparency Maldives website <https://transparency.mv/job-application-form/>)

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 based on 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.