



**JOB VACANCY ANNOUNCEMENT**  
**FINANCE OFFICER**

**Job Title:** Finance Officer

**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:** MVR 14,278/- (take-home)

**Start Date:** Immediate

**Job posting date:** 08 May 2023

**Closing date:** 16 May 2023 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 Finance Officer is a key member of TM team. He/she will be directly responsible for the management of the finances of TM. The Finance Officer will report to the Finance Manager and will work closely with all projects and program teams of TM. The position of Finance Officer is open to Maldivian locals only.

**3. Key Role and Responsibilities**

**a) Finance**

- Manage petty cash in accordance with TM Policies & Procedures, ensuring accuracy and transparency in use and reporting;
- Processing of all payments and receipts in line with TM Financial Policies & Procedures.
- Review, record, follow-up and monitor cash advance requests;
- Preparation of project financial reports and supporting documents;
- Maintenance of fixed asset register and ensuring its up-to-date;
- Ensure all supporting documents on financial transactions are secured and properly filed;
- Assisting in the preparation for and facilitation of all audits including external audit; internal audit and ad-hoc audits and reviews;
- Dealing with finance-related queries in a timely and efficient manner;
- Perform work related errands such as going to the bank;
- Actively support knowledge-building and knowledge-sharing at work; and
- Replace and assist other colleagues in the team and perform other related financial and administrative duties as required.



#### **b) Organizational**

- Contribute to development of TM's operational policies and procedures.
- Support other project teams in project implementation and delivery, if and where required.
- Travel to islands, if and when required, to conduct workshops or events.
- Participate in domestic and international events/seminars if and when required

#### **c) General**

- As an employee of TM, adhere to TM's Code of Conduct and all HR policies.
- Adhere to TM's procurement and financial policies in all project implementation.
- Work in accordance with confidentiality rules practiced at TM.

### **4. Key Attributes**

#### **Required**

- Diploma in Accounting / Finance or any relevant field.
- A minimum of 1 years' work experience in a related field
- Trustworthy & respectful of confidentiality – to deal with sensitive information.
- Excellent time management – to prioritise work and tight deadlines.
- IT literacy – to be able to edit documents and spreadsheets, use e-mail and Outlook effectively.
- High degree of accuracy and numeracy.
- Good communication skills – for dealing with people internally and externally.
- A fun, positive and engaged professional that demonstrates high proactivity.

#### **Desired**

- Advance Diploma in Accounting / Finance or any relevant field.
- Experience of using accounting software.
- Knowledge of donor agencies and working with non-governmental organizations.

**Closing date for applications:** 16 May 2023 (Tuesday) before 4pm (Male' time)

#### **Application and selection procedures:**

- Please e-mail the following documents addressed to the executive Director to [jobs@transparency.mv](mailto:jobs@transparency.mv) or apply via our website <https://transparency.mv/jobs/>
  - ✓ Curriculum Vitae
  - ✓ Completed job application form (Form can be downloaded from Transparency Maldives website <https://transparency.mv/job-application-form/>)
  - ✓ Educational Certificates (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.

**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.**