



JOB VACANCY ANNOUNCEMENT

FINANCE OFFICER

Job Title: Finance Officer	No. of positions: 1
Location: Male', Maldives with occasional travel	Job requisition No: TM/JR/2024/001
Start Date: Immediate	Job posting date: 07 April 2024
Remuneration: MVR14,278/-(take-home)	Closing date: 21 April 2024 before 4:00pm (Male' Time)
Duration of Contract: until the end of February 2025	

1. Organizational Background

Transparency Maldives TM 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: 21 April 2024 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/job-application-form/>)
- Curriculum vitae.
- Education certificates. (Diploma or Bachelor's degree etc). (If certificate is not available, course completion letter from University/College/Institution or transcript can be attached instead)
- Employment reference letters.

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.