|  |
| --- |
| **TITLE: Finance Assistant**  |
| **TEAM/PROGRAMME: Finance** | **LOCATION: DSM and occasionally travel to the Field** |
| **GRADE**: 5 | **CONTRACT LENGTH: 1 year, renewable** |
| **CHILD SAFEGUARDING:** Level 2: *either* the role holder will have access to personal data about children and/or young people as part of their work; *or* they will be working in a ‘regulated’ position; therefore a police check will be required. |
| **ROLE PURPOSE:** The Finance Assistant is responsible for the effective application and enforcement of SC accounting, reporting systems and internal control procedures. |
| **SCOPE OF ROLE:**Reports to: Finance Manager |
| **KEY AREAS OF ACCOUNTABILITY:****Finance support*** Implementation of SC technical accounting policies and practices and enforcement of SC financial reporting systems and internal financial control procedures.
* Ensure SC complies with all local taxation regulations.
* Ensure that all bank/cash transactions are accurately entered into General Ledger and Cash Offline spreadsheets [GLACOS] and trackers daily and monthly accounts are closed timely.
* Review all supporting documentation to ensure it complies with the SC financial procedures, donor policies and provides a complete audit trail.
* Review balance sheet accounts on a monthly basis including all debt monitoring.
* Responsible for cash /bank reconciliation at month end.
* Responsible for supporting Budget versus Actual Reviews on a monthly basis and supporting any necessary re-classing exercises.
* Ensure that financial documents are archived properly (Digital archiving) and these should be updated in weekly basis.
* Ensure Invoices are uploaded in ProSave and Payment for the same are done.
* Ensure all payments documents are properly filed
* Support Budget Holders in Budget management and planning through sharing BVA’s regularly and interpreting the same correctly by the Budget Holders.
* Support in compliance review for all documents brought to finance department before its payment.

**Liquidity and cash flow management*** Manage and control cash in hand for office including ensuring weekly and monthly cash reconciliation happened on time and are signed by an independent person.
* Ensuring regular singed petty cash certificates are reconciled with system balance.
* Ensure all payments to suppliers are made in a timely and accurate manner for smooth implementation of program activities.
* Ensure all cash and bank reconciliations are conducted on monthly basis and these are always reconciled.
* Keep track of program floats /advances and ensure that the advances are issued and liquidated according to financial procedures as described in SCI financial manual.
* Prepare a list of outstanding floats on weekly basis for review and follow up to ensure retirement of all floats within TWO weeks after the end of activities.
* Ensure expenditure is recorded in GLACOS and shared for review consolidation before being posted on a weekly basis.
* Makes sure that events and workshop involving Mobile Payments are planned properly for cash flow purpose and during the events documentation are collected and initiated /Shared for timely Mobile Payments.
* Be the Mobile Payments focal point for both Field Offices and Country Office and ensuring that their payments are done timely.

**Other*** Ensure effective and efficient use of all SC resources to keep costs low and ensure the security of all staff
* Comply with all SC policies and procedures with respect to child protection, health and safety, security, equal opportunities and other relevant policies.
* Participate on Monday morning meetings and occasionally represent finance depart updates in these meetings.
* Any other duties as assigned by line manager
 |
| **BEHAVIOURS (Values in Practice**)**Accountability:*** Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
* Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

**Ambition:*** Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
* Widely shares their personal vision for Save the Children, engages and motivates others
* Future orientated, thinks strategically and on a global scale.

**Collaboration:*** Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
* Values diversity, sees it as a source of competitive strength
* Approachable, good listener, easy to talk to.

**Creativity:*** Develops and encourages new and innovative solutions
* Willing to take disciplined risks.

**Integrity:*** Honest, encourages openness and transparency; demonstrates highest levels of integrity
 |
| **QUALIFICATIONS AND EXPERIENCE*** Degree in relevant subject i.e. Finance, Accounting or Business Administration
* Fluency in written and spoken English.
* At least 2 years accounting experience
* Demonstrated good skills and experience in financial managing
* Knowledge and experience of financial computer applications, including spreadsheets (e.g. Excel), and Microsoft Office
* Good personal organisational skills including time management and ability to meet deadlines.
* Ability to work as part of the team with interpersonal skills
* Ability to work under pressure.
* An understanding and appreciation of, and commitment to “customer service”
* Strong organization and planning skills to prioritize a busy workload and meet deadlines
* Ability to develop and implement effective and efficient admin systems
 |