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| **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 | |