

Vacancy Announcement

Job title:	Manager – Finance and Administration
Unit/dept/delegation:	Finance, Admin and Resource Mobilization, Maldivian Red Crescent
Reports to:	Secretary General
Key Responsibility:	To support the Maldivian Red Crescent (MRC) at different levels to ensure development of the NS in a sustainable manner, with strong administrative and financial systems in place, and in accordance with the vision, mission and strategic priorities of the MRC.

Background

The Maldivian Red Crescent is an independent, voluntary, humanitarian organization, established on the basis of the Maldivian Red Crescent Law [Law 7/2009]. Its primary objective is to provide humanitarian aid, and to prevent and alleviate human suffering. It is the 187th member of the world's largest humanitarian movement — the International Red Cross and Red Crescent Movement – which every year helps millions of people whose lives have been devastated by crises or conflict.

The Maldivian Red Crescent aims to be the nation's leading humanitarian organization, with Units spanned all over Maldives. It recruits members and volunteers, implements programmes and delivers services in adherence to the Fundamental Principles of the International Red Cross and Red Crescent Movement – Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity, and Universality – making no discrimination as to nationality, race, sex, religious beliefs, language, class or political opinions.

Purpose

The Manager- Finance and Administration will support the Maldivian Red Crescent (MRC) at different levels to ensure development of MRC in a sustainable manner and in accordance with the vision, mission and objectives of MRC. The Manager will bring transformational changes to MRC with the goal of establishing a better functioning MRC with sound and efficient administrative and financial systems and procedures and effective human resource development and management, that considers the units and national presence of MRC, and the inclusivity of staff, volunteers and members across the nation.

The Manager will also work with MRC Leadership to strengthen MRC's auxiliary role to the public authorities, and to strengthen the sustainability of the National Society to be a reliable body in providing humanitarian services at the community level and nationwide.

Key tasks and responsibilities

Finance:

- Maintain sound system of financial management, accounting, budgeting and external independent auditing, with clear accountability for the use of funds.
- Provide regular analysis of MRC's budget against envisioned targets and provide regular reports to the management team and oversight bodies.
- Ensure accurate Accounting, Authorisation & Internal control procedures are in place at all times.
- Monitor movement of funds and financial assets of the MRC.
- Compile MRC's budgets and financial plans (annual appeal, regular revisions, and emergency appeal budgets as required).
- Regular engagement with the Finance Commission to strengthen financial processes and practises.
- Ensure that administrative and logistical support systems are in place for smooth and efficient running of programmes. This includes regular monitoring of day-to-day operational support systems and as required, strategizing on innovative ways to enhance operational service delivery.
- Provide controllership functions in order to ensure finances are managed according to the legislation, policies, procedures, and generally accepted accounting principles.

- Ensure an adequate internal control environment and effective risk management structures and processes to safeguard assets and resources are in place.
- Ensure financial accountability by adhering to MRC financial policies and guidelines.
- Provide secretarial support to the Finance Commission of MRC.

Logistics

- Maintain a well-functioning logistics system as a key professional support service element for program implementation.
- Ensuring adequate warehousing and proper management and maintenance of the assets of the MRC.

Human Resources & Administration

- Ensure necessary administrative support is provided along with implementation of HR policies and procedures.
- Facilitate an enabling and productive team environment.
- Mentor, motivate and supervise team members to ensure accountability as individuals and as a team.
- Plan and develop budgets for the department.
- As the budget holder, manage the department budget for effective utilization of resources.

Duties applicable to all staff

- Actively work towards the achievement of the MRC's goals and objectives.
- Abide by and work in accordance with the Red Cross and Red Crescent 7 Fundamental Principles.
- Perform any other work-related duties and responsibilities that may be assigned by the line manager.

Qualifications, Skills and Competencies

Academic Qualification and Experience Required

- Completion of level 2 of a recognized professional accounting qualification (ACCA, CIMA, or equivalent) with a minimum of 5 years of experience in the accounting and finance field at the supervisory level.
- A bachelor's degree in accounting and/or finance with a minimum of 2 years of experience working in the supervisory and supervisory field.
- A master's degree in accounting and/finance or holding a professional accounting qualification (ACCA, CIMA or equivalent) with a minimum of 1 year of experience working in the accounting and finance field at the supervisory level.
- Good understanding of finance, administration and human resource management.

Skills/knowledge

- Leadership skills.
- Reliable, proven capacity to work independently in a collaborative team environment.
- Excellent organizational ability, to set priorities, organize workload, handle multiple responsibilities.
- Good understanding of financial management systems such as Quickbooks.
- Highly motivated, solution oriented, results-focused, goal-driven individual, who displays integrity and accountability with strong interest in humanitarian work.
- Be able to build rapport with diverse groups of people and good communication and interpersonal skills.
- Excellent written and spoken Dhivehi & English.

Contract and Salary

Contract Type: **Two Year Contract**

Monthly Salary: **MVR 20,600 – 25,000** (depending on qualification and experience)

Application

Applications must contain:

- Letter of Interest
- Curriculum Vitae
- Copy / photo of ID card.
- Copies of certificates

Applications must be emailed with job title in subject to: vacancies@redcrescent.org.mv

Deadline: The deadline for application is **08th February 2024, 14:00 hrs.**

Only short-listed candidates will be contacted for interviews.