

## Vacancy Announcement

<b>Job title:</b>	Finance Officer
<b>Unit/dept/delegation:</b>	Finance, Admin and Resource Mobilization, Maldivian Red Crescent
<b>Reports to:</b>	Manager-Finance & Admin
<b>Key Responsibility:</b>	Providing finance service and other administrative support for the Maldivian Red Crescent to meet the legislative and accounting standards requirements.

## 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 Finance Officer will provide Maldivian Red Crescent with professional support and carry out the assigned tasks in Finance Management and administration. He/She will be part of Finance, Administration and Logistics support team that will provide all administration services to all so that Maldivian Red Crescent operates efficiently and effectively.

## Key tasks and responsibilities

### Finance:

- Ensure that clear and transparent Finance procedures and policies are in place, maintained, and monitor adherence to them in MRC.
- Ensure work is performed in accordance with MRC standard procedures and generally accepted practice, refers to line managers for guidance as required.
- Ensure accurate Accounting, Authorisation & Internal control procedures are in place at all time.
- Monitor movement of funds and financial assets of the MRC and branches. Report any unusual trend and suspicious transactions with our bankers.
- Keeping accurate records of all daily transactions.
- Processing of invoices in a timely manner.
- Ensure all the cash received is deposited to account on time and monthly bank reconciliations of all MRC accounts are completed.
- Assist in the compilation of the MRC's budgets and financial plans (annual appeal, regular revisions, and emergency appeal budgets as required).
- Assist in the financial donor reporting for projects as required by the donors.
- Apply accounting knowledge and techniques to all areas of work, including accounting data into the accounting system i.e. Quick books entries are made on time.
- Plan, organize and manage workload to ensure your contribution to the monthly financial reporting process is achieved in a timely and accurate manner.
- Assist Manager-Admin & Finance in organizing and planning the quarterly Finance Commission meeting.
- Assist and participate together with Manager- Admin & Finance in finalising the annual audit of MRC.
- Attend finance meetings and document key information and decisions as required.
- Provide support in reviewing and implementing finance policies.

