

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: <i>either</i> the role holder will have access to personal data about children and/or young people as part of their work; <i>or</i> 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:	
<p>Finance support</p> <ul style="list-style-type: none"> ▪ 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. <p>Liquidity and cash flow management</p> <ul style="list-style-type: none"> ▪ 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 signed 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

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