



Women Pioneers for Peace and Life

Tel: +2525-930715/+252-699-962400 / +252 61 5498005/ +252619160652

Email: hinnango@hotmail.com/ hinnango2003@gmail.com

Website: www.hinnasom.org

Mogadishu-Somalia

Ref. No. HINNA/SHF/16918/2020

Date: 11/July/2020

Admin/Finance Assistant – Afgoi and Marka of Lower Shabelle region (2 Position)

Job Description

Position Title:	Admin/Finance Assistant
Reporting to:	Shelter/NFI project officer
Duration:	6 (six) months with possibility of extension
Duty Station:	Afgoi and Marka districts of Lower Shabelle region
Advertisement Date:	Saturday, 11 July 2020

BACKGROUND

HINNA as a local humanitarian organization, who supports vulnerable and marginalized populations in south and central Somalia, is a partner with Somali Humanitarian Fund (SHF) and is an active member of clusters including Shelter/NFI Cluster, Protection and Camp Coordination and Camp Management (CCCM) coordinated and handled by OCHA Somalia. HINNA is seeking for Shelter/NFI project officer for the project titled “**Addressing the emergency shelter and NFIs needs of 2,216 IDP Families (13,296 persons) in Afgoye and Marka districts of Lower Shabelle region**”, funded by the SHF

Main Objectives:

Admin/Finance Assistant is responsible for making payments by ensuring compliance with HINNA and donor agencies rules and regulations under the supervision of the organization’s Admin and Finance Coordinator. Keeping accurate and complete record of financial transactions in the computerized accounting system, maintain proper filing of vouchers and backup documents and safe storage of cheque books and banking documents and prepare monthly bank reconciliation statements and to reconcile account balances and prepare salary sheets of project staff and make sure all the records / accounts / financial transactions are booked before the audit commencement.

Duties

- Provide support to the Shelter/NFI project officer, and overall project team, as requested
- Make payments and receive funds in accordance with finance procedures under the supervision of the Admin and Finance Coordinator
- Collect and examine supporting documents.
- Ensure that documents and signatures are valid.
- Prepare payment vouchers, and receipt vouchers.
- Prepare monthly payroll.
- Prepare cheques/payment orders and ensure that they are properly delivered.

- Record all transactions, on manual/computer systems as appropriate
- Ensure that all accounts records are filed in an orderly manner.
- Produce bills for staff use of vehicles, photocopier and phone.
- Ensure timely and accurate monthly and year-end closure of accounts, including bank reconciliation, and submit reports to headquarters as per prescribed deadlines.
- Ensure timely and effective follow up to audit observations and recommendations.

Qualifications and Experience

A University Degree in Accounting, Finance, Public or Business Administration, or related field with minimum of 2 years of relevant experience.

Skills/Competences:

- ✓ Good understanding of accounting principles including accrual accounting, reconciliations, general ledger journals and preparedness to learn more complex principles
- ✓ A high level of knowledge and competency in Microsoft Office especially Word, Excel and PowerPoint
- ✓ Proficient in the use of computerized accounting
- ✓ Confidence with the use of computer networks
- ✓ Experience in general reception duties
- ✓ Excellent listening and observation skills; ability to create a space of trust, support, respect.
- ✓ Respect for the different contribution of individuals within the staff team
- ✓ Demonstrated team work skills
- ✓ Good communication skills with a wide range of people
- ✓ Experience in providing general support in a small team
- ✓ Ability to work autonomously, effectively managing own workload without continual guidance
- ✓ Attention to detail and good time management and self organizational skills
- ✓ Commitment to a process of continuous improvement

Languages

- Mother Tongue Somali
- Fluency in English

Application process

Interested candidates are requested to submit their application, including the most recent CV with a cover letter in English with contact details (name, position, phone and e-mail details) of three references by indicating name of the position applied in the subject line of the e-mail to hinnango@hotmail.com or hinnango2003@gmail.com no later than on **Saturday, 25 July 2020**.

Only shortlisted candidates will be contacted.