

MRC-AD/MIS/2026/173

Vacancy Announcement

Job title:	Finance and Administration Officer
Unit/dept/delegation:	Finance & Administration Department, MRC Headquarters, Hulhumale'
Reports to:	Manager – Finance and Admin
Key Responsibility:	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 under 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. MRC 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.

Finance and administration functions are central to ensuring the effective, accountable, and sustainable operations of MRC. Strengthening financial controls, improving administrative systems, ensuring proper documentation and accountability, and providing timely support to Programmes and operations are key priorities for MRC in line with MRC's Strategic Plan 2019–2030.

Purpose

The primary purpose of the Finance and Administration Officer is to support the effective and efficient management of MRC's financial and administrative functions, ensuring accurate financial management, proper documentation, compliance with organisational policies and procedures, and timely provision of administrative support to MRC's Programmes, operations, and departments.

The Officer will be responsible for supporting day-to-day financial transactions, accounting, budget monitoring, financial reporting, procurement and administrative processes, while maintaining appropriate internal controls and ensuring compliance with MRC policies, donor requirements, and applicable regulations. The Officer will also contribute to strengthening financial and administrative systems, ensuring transparency, accountability, and efficient use of organisational resources.

The Finance and Administration Officer will report to the Manager – Finance and Admin and will work closely with the Finance and Administration team, other departments at MRC Headquarters, Regional Offices and Units, and other relevant stakeholders to ensure the effective coordination and delivery of finance and administrative functions.

Key tasks and responsibilities

1. Finance Tasks & Responsibilities:

- 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 manager for guidance as required.
- Ensure accurate Accounting, Authorization & Internal control procedures are always in place.

- Monitor movement of funds and financial assets of the MRC and units. Report on any unusual trend and suspicious transactions with the Manager – Finance & Admin.
- Keeping accurate records of all daily transactions and processing invoices in a timely manner.
- Ensure all the cash received is deposited into an 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 and 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. QuickBooks entries are made on time.
- Plan, organize and manage workload to ensure contributions to the monthly financial reporting process are achieved in a timely and accurate manner.
- Assist and support Manager - Finance & Admin in organizing and planning the bi-monthly Finance Commission meetings.
- Attend finance meetings and document key information and decisions as required.
- Assist and support Manager – Finance & Admin in finalizing the annual audit of MRC.
- Provide support in reviewing and implementing finance policies.
- In coordination with Manager – Finance & Admin., manage monthly staff payroll together with attendance reports.
- Monitor and manage office rental contracts and advise the Manager – Finance & Admin. on their extension or termination.
- Identify any financial and operational risks and report any security irregularity to the Manager – Finance & Admin.

2. Administration Tasks & Responsibilities:

- Assist supervisors with new recruitment and induction processes.
- Where required, provide general administrative and coordination support to management and across the organization, including correspondence, scheduling, meeting documentation and follow-up, internal staff engagement activities and events, record keeping, and directing general enquiries to the relevant departments in a timely manner.
- Together with Logistics support, ensure office is clean, safe and secure. Maintain key box for office keys.
- Work with Logistic staff and facilitate visits of external parties.
- Manage filing and archive of MRC's documents. Ensure the standardized filing system is always followed.
- Ensuring all office utilities and bills are paid.

3. Support the implementation of MRC's Strategic Plan 2019 – 2030 and actively contribute to and take part in MRC activities when required and within his/her area of specific technical expertise

- Participate in meetings and workshops within the context of relevant and assigned MRC's Strategic Priority areas and the broader humanitarian work of MRC.
- Support towards emergency management and coordination: whenever need be and support the core team in emergency response planning and execution.

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

Preferred: Advance Diploma in Finance or Business Administration or a related field or
Diploma in related field with 2 years' work experience

Experience

- Minimum 2 years' experience in a similar role, or in supporting finance or administrative functions.
- Prior experience with Maldivian Red Crescent, or Red Cross Red Crescent Movement preferred

Skills & Knowledge

- Good understanding of financial management systems such as QuickBooks.
- Reliable, proven capacity to work independently in a collaborative team environment.
- Excellent organizational ability, to set priorities, organize workload, handle multiple responsibilities.
- Excellent working knowledge of Microsoft Office Suites and digital tools for record management.
- 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: **12 Months** (extension based on performance)

Monthly Salary: **MVR 14,100 – 15,500** (depending on qualification and experience)

Application

All interested applicants are invited to submit their application through MRC's online application form on the website along with the following documentation before 12th September 2026, 14:00 hrs. Applications must contain:

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

For queries regarding the vacancy, please contact us at vacancies@redcrescent.org.mv. Only short-listed candidates will be contacted for interviews.