

MRC-AD/MIS/2026/245

Vacancy Announcement

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

Key tasks and responsibilities

1. Financial Management, Accounting and Internal Controls
 - a. Ensure that clear and transparent finance procedures and policies are in place and maintained, and monitor adherence to them across MRC.
 - b. Ensure work is performed in accordance with MRC standard procedures and generally accepted practice, referring to the line manager for guidance as required.
 - c. Ensure accurate accounting, authorisation and internal control procedures are in place at all times.
 - d. Keep accurate records of all daily transactions and ensure accounting entries are made in the accounting system (QuickBooks) on time.
 - e. Process invoices in a timely manner.
 - f. Ensure all cash received is deposited into an account on time and that monthly bank reconciliations of all MRC accounts are completed.

- g. Monitor the movement of funds and financial assets of MRC and its Units, and report any unusual trends or suspicious transactions to the Manager – Finance and Admin.
 - h. Provide support in reviewing and implementing finance policies.
2. Budgeting, Financial Reporting and Audit
 - a. Assist in the compilation of MRC's budgets and financial plans.
 - b. Plan, organise and manage workload to ensure contributions to the monthly financial reporting process are achieved in a timely and accurate manner.
 - c. Assist in financial donor reporting for projects as required by donors.
 - d. Assist and participate, together with the Manager – Finance and Admin, in finalising the annual audit of MRC.
 3. Payroll, Contracts and Finance Governance Support
 - a. In coordination with the Manager – Finance and Admin, manage the monthly staff payroll together with attendance reports.
 - b. Monitor and manage office rental contracts, and advise the Manager – Finance and Admin on the extension or termination of such contracts.
 - c. Assist the Manager – Finance and Admin in organising and planning the bimonthly Finance Commission meetings.
 - d. Attend finance meetings and document key information and decisions as required.
 4. Administration and Office Management
 - a. Assist supervisors with new recruitment and induction processes.
 - b. Together with Logistics, ensure the office is clean, safe and secure, and maintain the key box for office keys.
 - c. Work with Logistics staff to facilitate visits of external parties.
 - d. Manage the filing and archiving of MRC's documents and ensure the standardised filing system is followed at all times.
 - e. Ensure all office utilities and bills are paid on time.
 - f. Immediately report any security irregularity to the Manager – Finance and Admin.
 5. Actively contribute to and take part in MRC activities when required and within his/her area of specific technical expertise.
 - a. Participate in meetings and workshops within the context of relevant and assigned MRC's Strategic Priority areas and the broader humanitarian work of MRC.
 - b. Support towards emergency management and coordination: whenever need be, 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: Advanced Diploma in Finance or Business Administration or a related field (or)

Diploma in a related field or completed GCE Advanced Level, with at least two years of relevant work experience.

Experience

Minimum two 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 and Knowledge:

- Good understanding of financial management systems such as QuickBooks.
- Reliable, with proven capacity to work independently and in a collaborative team environment.
- Excellent organisational ability to set priorities, organise workload and handle multiple responsibilities.
- Highly motivated, solution-oriented, results-focused and goal-driven, displaying integrity, accountability and a strong interest in humanitarian work.
- Ability to build rapport with diverse groups of people, with good communication and interpersonal skills.
- Excellent written and spoken Dhivehi and 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 08th November 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.