

Ref No.: MRC-AD/IUL/2018/016

Vacancy Announcement

We are seeking dedicated, dynamic, self-motivated, result-oriented, and experienced individuals for the following post.

Post: **Finance Officer**

Required: **01**

Contract type: **One year**

Salary: **MVR 11,300 – 13,700** (depending on qualification and experience)

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, 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 branches and units spanned all over Maldives. To date it has established 10 branches and 20 units. 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

Under the guidance and supervision of Manager – Admin & Finance;

- Ensure that clear and transparent Finance procedures and policies are in place, maintained, and monitor adherence to them in MRC.
- Ensure accurate Accounting, Authorisation & Internal control procedures are in place at all time.
- Keeping accurate records of all daily transactions.
- Processing of invoices in a timely manner.
- Ensure all the cash received are 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 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.
- Assist supervisors when necessary in administrative tasks.

Target Profile and Skills:

- Should be a Maldivian citizen;
- Graduate or ACCA part qualified or diploma in Finance/Accounts;
- Proven work experience as a Finance Officer or in a similar role;
- Knowledge of financial and accounting procedures
- Experience in financial software (eg: quick books software);
- Ability to communicate effectively handle calmly and efficiently situations ranging from routine to emergency
- Be capable of working independently or in collaborative team environment with strong ability to perform multi-tasks and remain focused while maintaining flexibility in a fast paced environment;
- Excellent spoken and written English and Dhivehi, with superior communication skills;
- Solution oriented, results-focused, goal-driven, and self-starter who displays integrity, model behaviour and develops people;

Interested candidates can email info@redcrescent.org.mv for a detailed job description.

Applications, quoting the **job title** on both the letter of intent and envelope, ID, Certificates with CV should be submitted addressed to **Ms. Aishath Noora Mohamed, Secretary General of MRC, 2nd floor MRC HQ, Hulhumale** or email to: info@redcrescent.org.mv

The deadline for application is 14:00 PM on 02nd October 2018. Only short listed candidates will be contacted and should be available for interviews in October 2018.