



Job Description	
Post Title	Accountant
Duty Station	SDRB Main Office
Expected starting data	January/February, 2025
Status	Permanent
Appointment Type	Full-time
Reports to	Finance Manager

### ABOUT SDRB

The Somali Development and Reconstruction Bank (SDRB) has a legacy dating back to its establishment in 1968. SDRB was instrumental in Somalia's economic development through medium and long-term financing for private sector growth. After a period of inactivity due to civil conflict, the bank was reconstituted in 2012 and began a transformative journey in 2024 under new leadership. Today, SDRB aims to foster sustainable growth, support private sector development, and drive Somalia's economic transformation.

### ROLE

The accountant will support SDRB's financial operations by maintaining accurate financial records, ensuring compliance with international accounting standards, and contributing to effective financial management and reporting. The accountant will play a key role in supporting the Finance Manager to achieve SDRB's strategic financial goals.

### GENERAL DESCRIPTION:

The Corporate Services Directorate at SDRB plays a vital role in ensuring the efficient operation and overall success of the bank by overseeing several key internal functions. This includes managing Human Resources (HR), Finance, Information and Communication Technology (ICT), and Procurement, each of which is essential to supporting the bank's day-to-day activities and long-term strategic goals. The Department has Five Divisions: (1) Human Resource Division, (2) Finance Division, (3) IT Division, (4) Procurement Division and (5) Property Management Division.

## **DUTIES AND RESPONSIBILITIES:**

### **Accounting and Financial Management**

1. Maintain accurate records of financial transactions in accordance with International Accounting Standards (IFRS and AAOIFI).
2. Record, classify, and summarize financial transactions to generate reports.
3. Assist in preparing monthly, quarterly, and annual financial statements.
4. Reconcile accounts, including cash, bank, receivables, and payables, on a regular basis.
5. Ensure proper documentation and storage of financial records for audits.

### **Budgeting Support**

1. Assist in the preparation and consolidation of departmental budgets.
2. Monitor budget utilization and provide timely variance analysis reports.
3. Support in drafting supplemental budgets as needed.

### **Compliance and Internal Controls**

1. Ensure financial transactions comply with Somali laws, SDRB financial policies, and public financial management regulations.
2. Implement internal controls to safeguard SDRB's financial assets.
3. Assist in preparing for audits and implementing recommendations.

### **Payments and Transactions**

1. Process and verify payments, including payroll, vendor invoices, and staff allowances.
2. Manage accounts receivable and payable, ensuring timely settlements and reconciliations.
3. Maintain compliance with SDRB's financial delegation matrix for payment approvals.

### **Support for Fixed Assets Management**

1. Maintain accurate records of SDRB's fixed assets, ensuring proper capitalization and depreciation.
2. Conduct periodic physical verification of assets in collaboration with the procurement team.

## **Deliverables**

1. Timely and accurate financial reports as per IFRS and AAOIFI standards.
2. Reconciled financial accounts with supporting documentation.
3. Compliance with internal controls and audit recommendations.
4. Assistance in preparing consolidated budgets with variance analyses.

## **Qualifications and Experience**

### **Education:**

- Bachelor's degree in Accounting, Finance, or a related field.
- CPA, ACCA, or equivalent professional certification (or in progress).

### **Professional Certification:**

- CPA, ACCA, or CFA certification is Preferred.

### **Experience:**

- Minimum of 3-5 years of experience in accounting or financial management, preferably in banking or development finance institutions.
- Proficiency in financial management systems (e.g., SAP, Oracle ERP).
- Familiarity with IFRS and AAOIFI standards

### **Technical Skills:**

- Proficiency in Microsoft Excel and other financial reporting tools.
- Excellent analytical and problem-solving skills.

## **Key Competencies**

1. Attention to detail and a high level of accuracy.
2. Strong organizational and time management skills.
3. High ethical standards and ability to handle confidential information.
4. Effective communication skills in both Somali and English.

## 7. Reporting Relationships

- Reports directly to the Finance Manager.

## 7. Application Procedure

Qualified candidates are invited to submit their applications, including a detailed CV, cover letter, and relevant certificates, to [ali.ahmed@sdrb.gov.so](mailto:ali.ahmed@sdrb.gov.so) and copy [a.roble@sdrb.gov.so](mailto:a.roble@sdrb.gov.so) and [abubakar@sdrb.gov.so](mailto:abubakar@sdrb.gov.so).

The deadline for applications is **19<sup>th</sup> December 2024**, midnight Mogadishu time. Incomplete applications will not be considered.

**Note:** SDRB is an equal opportunity employer. Female candidates are strongly encouraged to apply.

