



## Center for Research and Dialogue – Somalia

### I. Position Information

<b>Title:</b>	Admin and Financial Assistant
<b>Direct Supervisor:</b>	Operations Manager
<b>Duty station:</b>	Mogadishu; Hiran; Galgaduud; Galmudug and Middle Shabell
<b>Position Status:</b>	National
<b>Duration:</b>	One year, (Renewable)
<b>Starting Date :</b>	July 25 <sup>th</sup> , 2014

### II. Background information

**The Center for Research and Dialogue** is an independent not-for-profit organization aiming to promote social, economic, and political rebuilding of Somalia. The Center is committed to promoting consensus decision-making at the policy and community level by encouraging and supporting the participation of citizens in the affairs affecting their lives. The goal of CRD is to empower Somali communities' transition to peaceful change by providing them with a neutral venue to identify their issues, set priorities, and develop inclusive and sustainable outcomes.

### III. Position Description

Working under the supervision of the Admin and Financial Coordinator, the Admin and Financial Assistant is responsible for the following:

#### *Finance*

- Assist in the provision of accounting support to the Admin and Financial Manager and project staff while assuring compliance with internal controls donor regulations and budget restrictions.
- Record accounting transactions, including coding of payment vouchers, before making payment, when appropriate.
- Data entry and processing into Quick Books.
- Check project staff accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards and report discrepancies to the Admin and Financial Manager.

- Assist in the preparation of office and or project budget updates that compare monthly budgeted costs to actual costs.
- Assisting the maintenance of an efficient and effective office filing system of all documents relating to finance, administration, logistic/procurement, HR, IT and security.
- In support of the Admin and Financial Manager, and cooperation with relevant programme and support staff, ensure proper documentation for monthly: invoices, receipts, staff contracts, and payroll (including payment to staff).
- Assist the Admin and Financial Manager in the preparation of monthly closing procures.
- Review and compute travel claims and imprest accounts verifying authenticity of the supporting documents provided.

#### *Admin/HR/Logistics*

- Ensure that personnel files are up to date and according to CRD and donor guidelines: contracts, payroll, timesheets etc.
- Assist in the booking of travel, hotels, venues and other goods and services when and where required, verifying that costs are reasonable for locations where field work is taking place.
- Perform any other duties as may be assigned by the Admin and Financial Manager from time to time.

#### *Qualifications*

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
- BA degree or one to two years related experience and/or training or equivalent combination of education and experience.
- Ability to read, analyzes, and interprets common scientific and technical journals, financial reports, and legal documents (in English).
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- Proficiency in Microsoft Office suite, general computer and email skills.
- Adaptable and consistent, ability to multitask, detail- oriented.
- Good planning, people management, organizational and writing skills.
- Experience in working on general ledger and balance sheet.
- Ability to communicate and interact well with people of different educational, linguistic, cultural and socio-economic backgrounds.
- Flexibility and patience regarding working with staff.
- Works well in adverse and pressured environment.

Please send an application letter and CV by email with a subject title “**Admin and Financial Assistant**” to [pbcrr-rec@crdsomalia.org](mailto:pbcrr-rec@crdsomalia.org) by the 25<sup>th</sup> July 2014. Only shortlisted candidates will be contacted. Position open to Somalis and women are encouraged. CRD reserves the right not to employ.