

Jamhuuriyada Federalka Soomaal  
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جمهورية الصومال الفيدرالية  
حكومة إقليم هير شبييلي  
مكتب الرئيس

Dowlad Goboleedka Hirshabeelle  
e Xafiiska Madaxweynaha

Federal Republic of Somalia  
Hirshabelle State  
Office of the President

## Job Advertisement

### Admin and Finance Assistant

#### General Information

<b>Title:</b>	Admin and Finance Assistant
<b>Duration of the assignment:</b>	6 months (Renewable subject to performance & funding)
<b>Job Category:</b>	Assistant <b>Location:</b> Jowhar, Hirshabelle State of Somalia
<b>Duty Station:</b>	Jowhar – Hirshabelle
<b>Primary Reporting Line:</b>	Office of the president - Hirshabelle State Presidency Chief of Staff
<b>Secondary Reporting Line:</b>	REEFS Project Team, UNDP, Somalia
<b>Date of Issue:</b>	22 May 2019
<b>Closing Date:</b>	31 May 2019

#### OVERVIEW OF THE POSITION

In 2012, after a long and troubled transition, a new political dispensation was found in Somalia, with the adoption of the Provisional Constitution, the selection of a new parliament, the election of president and formation of a new government. The challenges faced by the Federal and State Governments are enormous. The challenges can be summarized as follows:

- The long civil war and looting have destroyed physical infrastructure, equipment and the institutional memory of most government agencies and ministries.
- There is a lack of clarity on the mandate and functions across Federal and State Government institutions and between the federal and subnational levels of government.
- Core work-processes in government have suffered in quality and consistency, and service delivery is in many areas virtually absent.

- Staff capacity is low across the whole spectrum of government institutions with limited mechanisms to identify and redress these capacity gaps.

### **Key Competencies and responsibilities**

We are looking for a Finance Assistant to support our day-to-day transactions, including expenses and payroll.

Finance Assistant responsibilities include processing payments, maintaining cost reports and managing invoices. If you have an accounting background and are interested in procedures like tax management and budget preparation, we'd like to meet you.

Ultimately, you'll help maintain our company's financial health and make sure we use our resources beneficially.

### **Responsibilities**

- Update financial spreadsheets with daily transactions
- Prepare balance sheets
- Track and reconcile bank statements
- Create cost analysis reports (fixed and variable costs)
- Process tax payments
- Support monthly payroll and keep organized records
- Record accounts payable and accounts receivable
- Process invoices and follow up with clients, suppliers and partners as needed
- Provide administrative support during budget preparation
- Participate in quarterly and annual audits

### **Requirements**

- Work experience as a Finance Assistant similar role
- Good knowledge of accounting and bookkeeping procedures
- Advanced MS Excel skills (creating spreadsheets and using financial functions)
- Familiarity with accounting software (e.g. QuickBooks)
- Organizational and time-management skills
- Attention to detail, with an ability to spot numerical errors
- BSc degree in Finance, Accounting or Economics

**How to apply:**

To apply for this position, please submit the following relevant documents:

- a. CV along with application letter and a copy of passport size photograph;
- b. Verified Copies of academic Certificates or transcripts;
- c. In your application letter, please indicate if you have expertise or experience related to the tasks above, as well as if you are available for three (6) Months assignments.
- d. Please send your CV, with an application letter and copy of your passport to **[chiefofstaff@hirshabelle.gov.so](mailto:chiefofstaff@hirshabelle.gov.so)**