

**Ministry of Internal Security**

 **Hirshabelle State of Somalia**

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MINISTRY OF INTERIOR SECURITY

TERMS OF REFERENCE

Post title Finance Assistant

Contract Individual Contract

Organization unit MoIS Admin Section

Name of Supervisor DG MoIS

Duration 3 months

Location Hirshabelle, Jowhar

I. Organizational Context/Background

The Hirshabelle State of Somalia, Ministry of Interior Security (MOIS) is responsible for the effective, efficient and transparent management of the Security sector. The MOIS provides executive direction and exercises civilian oversight over the armed forces’s missions, composition, budget and procurement policies; guarantees that the rule of law is respected throughout the armed forces ranks with the assistance of institutions such as police forces. develops and implements security strategies and policies on matters related to security planning management and financial control, disarmament, demobilization and reintegration, veterans and orphans affairs, border protection, mission, organization, personnel, operations and financing of the security sector, peace missions on Hirshabelle territory, and participation of Somali security forces. resources required

To this end, the MoIS has embarked on an institutional development and capacity programme to enable the fulfilment of its mandate, which includes the recruitment of advisors within the different departments. The Ministry's primary policy framework reference is the 2012 Provisional Constitution, National Security Architecture (NSArch) from which it draws its mission mandate, including its active and substantial lead and participation in the security sector

II. Job description

The Finance Assistant is expected to manage records and receipts of financial transaction and prepare budgets. The Finance Assistant has thorough knowledge of budgetary practices and financial regulations. Importantly, the Finance Assistant must be self motivated and ready to take responsibility for deliverables as an integral part of a multi-disciplinary team.

The Finance Assistant will carry out the following tasks:

• Assisting in the preparation of budgets

• Managing records and receipts

• Reconciling daily, monthly and yearly transactions

• Preparing balance sheets and other financial reports

• Processing invoices

• Ensure data integrity in all financial reporting.

• Perform finance analysis, reporting and management tasks

• Developing an in-depth knowledge of MoIS financial process and system

• Providing financial advice to senior leadership with MoIS

• Being a key point of contact for other departments on financial and accounting matters

• Supporting the senior leadership with projects and tasks when required.

III. Key Deliverables

• Well prepared and update budget documents

• All received invoices processed in due time in accordance with rules and regulations

• Balance sheets and financial reports prepared in a timely and accurate manner

• A well functioning receipts and records management system.

• Good working relationships and well functioning cooperation and coordination with other departments within MoIS.

• Monthly Activities Report. A report on activities undertaken for the month in the execution of your duties and responsibilities.

IV. Reporting

The Finance Assistant reports to the Finance Officer MoIS.

V. Recruitment Qualifications and Competencies

Education: Bachelor’s Degree in Business Administration, or equivalent in and Political Sciences, International Relations, Criminology, or Strategic Studies.

Experience:

• At least One year of experience in finance or related administration, operations and planning;

• Experience of preparing budget documents and financial reports;

• Knowledge and understanding report writing and office administration.

Competencies:

• Substantial knowledge of planning and budgetary practices;

• Substantial knowledge of financial and procurement practices;

• Knowledge and understanding of donor reporting requirements;

• conscientious and self-motivated with an ability to work as a team member and on own initiative;

• Ability to work as part of a multidisciplinary team,

• conscientious and self-motivated with an ability to work as a team member and on own initiative;

• IT - in particular MS Word, MS Excel, Power Point.

Language requirements:

• Fluent in written and spoken Somali and English

September 2019

III. Key Deliverables

 Finance policy package for MoIS in accordance with applicable rules and regulations

• A well-functioning employment system containing all employees updated finance files

• Daily updated attendance records

• Updated and relevant job descriptions for all MoIS staff

• A well designed and implemented training plan for staff

• Monthly Activities Report. A report on activities undertaken for the month in the execution of your duties and responsibilities.

IV. Reporting

The Finance Assistant directly reports directly to Director General of the Ministry of Internal Security

V. Recruitment Qualifications and Competencies

Education: Bachelor’s Degree in Accountant management or Business administration (Accountant option);

Experience:

• At least One year of experience in finance management;

• Knowledge and understanding of finance management and career development

Competencies:

• Substantial knowledge of finance management practices;

• Knowledge and understanding of recruitment process and career development;

• conscientious and self-motivated with an ability to work as a team member and on own initiative;

• Ability to work as part of a multidisciplinary team,

• Substantial knowledge of finance management and career development practices;

• conscientious and self-motivated with an ability to work as a team member and on own initiative;

• IT - in particular MS Word, MS Excel, Power Point.

Language requirements:

• Fluent in written and spoken Somali and English

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