



Job Description

Job title: Finance Assistant, EC STOP II project
Reporting to: Project Manager and HQ Program Officer
Location: Burao, Somaliland

HPA been working in Somaliland since 1994 and has broadcast a radio programme from Hargeisa since 1999 using various international and local radio stations. HPA has, over the years successfully implemented a number of projects supported by the European Commission, DFID/UKAID, UNICEF, WFP, UNFPA, Global Fund and other trusts and foundation including current partnerships/consortia with Population Services International (PSI); Mott Mac Donald supported SHINE programme; UNICEF supported SHINE Programme; WFP supported nutrition programme in partnership with a number of local NGO partners.

The Finance Assistant (FA) is responsible for Overseeing the financial operations of the organization and to ensure timely and accurate financial reports and practices including cash management, payroll, financial disbursements, ledgers etc. Responsible for entering financial information and maintaining all financial records for projects and for the organization. Finance Assistant is also tasked with developing budgets, monitoring transactions, and preparing financial reports and submit to HQ Program Officer.

Job Summary:

The **Finance Assistant** will be working closely with EC STOP II team and to ensure the smooth running of the financial activities of the project. This includes handling of expense reports, processing of Invoices and participants per diems, processing payments, filing of documents, travel to the field if need be and assists with other finance tasks as assigned.

Key Responsibilities will include, but not limited to the following:

- Examines financial documents such as invoices, vouchers, expense reports and other documents such as purchase orders to ensure their completeness, accuracy, reasonability and validity of financial data.
- Prepare payment vouchers for travel advances, vendors and consultant's invoices.
- Assists with disbursement of funds from the project bank account(s) accordingly.

- Ensures that accounting documents are filed on a timely basis, proper accounting records are maintained and compatible with standard accounting practice, HPA and donor guidelines.
- Assists in monitoring and reconciling supplier accounts on regular basis and ensures timely settlement of bills.
- Maintain petty cash, ensure payments through petty cash is properly approved and petty cash funds are safely stored.
- Cash flow management and bank reconciliation of EC STOP II account
- Review the partner's financial report/feedback and consolidate in the monthly/quarterly report.
- Regularly post accounting transactions into the accounting software ensuring that expenses are charged to the correct budget lines.
- Assists in monitoring and reconciling travel expenses and project expenses to individual advances on a regular basis.
- Follow up with staff to ensure that unspent advances are deposited to specific project Bank account and deposit slip filled in the correct expense report.
- Preparation of various supporting schedules to the financial statements to facilitate annual audit and assist in the fieldwork process.
- Assist in preparation of ad hoc financial reports as needed.
- Maintenance of the fixed asset register
- Maintain vehicle movement plan, logbook, fuel coupon etc.
- Assume other duties as assigned.

Basic Qualifications and skills required.

- Degree in Accounting/Finance with a minimum of 3 years of similar work experience.
- Knowledge of donor funded regulations would be an added advantage.
- An understanding of maintenance of ledger entries, books keeping skills and bank reconciliation.
- Computers skills including use of spreadsheets and/or accounting packages-Preferably QuickBooks.
- Knowledge of Generally Accepted Accounting Principles, GAAP.
- Knowledge of internal controls.
- Proper knowledge of Somaliland tax and payroll systems
- Ability to work independently and ask for clarification where needed
- Ability to communicate and to work as part of a team
- Comfortable in a working environment in which job responsibilities evolve as team needs change.
- understanding of filing year-end and donor reports
- Experience with QuickBooks accounting package.

How to apply

Interested candidates who meet the requirements should send their CV and cover letter to slvacancy@healthpovertyaction.or.ke . Please specify the post you are applying for on the subject line: **Finance Assistant, STOP II**