

Vacancy Announcement

We are seeking dedicated, dynamic, self-motivated, result-oriented, and experienced individuals for the following post.

Post: **Finance Assistant**

Required: **01**

Contract type: **Fixed term and full time**

Salary: **MVR 8,000-9,000** (depending on qualification and experience)

The Maldivian Red Crescent is an independent, voluntary, humanitarian organization, established on the basis of the Maldivian Red Crescent Law [Law 7/2009]. Its primary objective is to provide humanitarian aid, prevent and alleviate human suffering. It is the 187th member of the world's largest humanitarian movement — the International Red Cross and Red Crescent Movement – which every year helps millions of people whose lives have been devastated by crises or conflict.

The Maldivian Red Crescent aims to be the nation's leading humanitarian organization, with branches and units spanned all over Maldives. To date it has established 10 branches and 20 units. It recruits members and volunteers, implements programmes and delivers services in adherence to the Fundamental Principles of the International Red Cross and Red Crescent Movement – *Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality* – making no discrimination as to nationality, race, sex, religious beliefs, language, class or political opinions.

Purpose

The Finance Assistant will provide Maldivian Red Crescent with professional support in implementation of sound finance management and administration. He / She will be part of Finance, Administration and Logistics support team that will provide all administration services to the work of programs so that Maldivian Red Crescent operates efficiently and effectively.

Reporting to the Finance Controller, Finance Assistant will:

- Support Finance Officer in implementing clear and transparent Finance procedures and policies are in place, maintained, and monitor adherence to them.
- Prepare and maintain payment vouchers and other supporting documents relating to all expenditure of MRC.
- Ensure work is performed in accordance with MRC standard procedures and generally accepted practice, refers to line managers for guidance as required.
- Check the issue of working advances to staff and other members of society and ensure timely clearance of the working advance.
- Monitor movement of funds and financial assets of the MRC. Report any unusual trend and suspicious transactions with our bankers.
- Help support the finance officer to make the timely clearance of working advances from project donors
- Invoice the customers for the delivery of goods and services on a timely basis.
- Maintain Non – current asset register and ensure it is updated with acquisitions and disposals and keep records of inventory updated with issues and receipt.
- Plan, organise and manage own workload to ensure your contribution to the monthly financial reporting process is achieved in a timely and accurate manner.

- Assist Finance Officer to compile accurate, regular and timely financial reports of MRC's for the use of MRC Governing Board, Finance Commission and IFRCs reporting requirements.

Target Profile and Skills:

- Should be a Maldivian citizen;
- Minimum A level / Diploma in a related field;
- Minimum 1 year experience in a similar kind of post previously for at least one year;
- Experience in humanitarian and/ or development work;
- Skills in coordination, mentoring, facilitation and training
- Outgoing and social, and able to build rapport with diverse types and age of people
- Strong Organizational Skills;
- Be capable of working independently or in collaborative team environment with strong ability to perform multi-tasks and remain focused while maintaining flexibility in a fast paced environment;
- Excellent spoken and written English and Dhivehi, with superior communication skills;
- Solution oriented, results-focused, goal-driven, and self-starter who displays integrity, model behaviour and develops people;
- Proven ability to coordinate and collaborate with civil society and local government;
- Commitment to shared values and building organizational capacity;
- Excellent interpersonal skills, with ability to relate with a diverse group of staff, members, volunteers and beneficiaries;
- Able to travel within Maldives frequently;
- Commitment to social justice and humanitarian principles.

Interested candidates can email info@redcrescent.org.mv for a detailed job description.

Applications, quoting the **job title** on both the letter of intent and envelope, ID, Certificates with CV should be submitted addressed to **Aishath Noora Mohamed, Secretary General of MRC, 04 Floor, Maldives Post Building, Boduthakurufaanu Magu, Male'** or email to: info@redcrescent.org.mv

The deadline for application is 12:00 PM on 01 September 2016. Only short listed candidates will be contacted and should be available for interviews in **September 2016**.