

## VACANCY ANNOUNCEMENT – FINANCE AND OPERATIONS OFFICER

Equal Access International (EAI) is an international not-for-profit organization working in several countries in Africa and Asia. With a regional office in Nairobi, we have implemented programmes in Kenya, Somalia, Ethiopia, Tanzania and Djibouti.

EAI creates customized communications strategies and outreach solutions that address some of the most critical challenges affecting people in the developing world in the areas of peace-building and transforming extremism; championing gender equality and women's empowerment; and governance and civic participation. We help communities around the world drive sustainable and transformative change through our proven participatory media, technology, and outreach model. By designing solutions with communities, our programming is locally-owned and culturally resonant. We build communication ecosystems that take root and thrive, create platforms that elevate marginalized voices, and build locally-led movements that shift power, inspire normative change and promote creative, positive, and innovative solutions to social issues.

### PROJECT OVERVIEW

*Nabadgelinta Soomaaliya* (also known as 'Nabadgelinta') works with both security and justice providers, and the people they serve, to help create a safer, stronger Somalia. The programme recognises the critical role that improved safety, security and access to justice has in establishing the foundations to lasting peace and political settlements in Somalia.

*Nabadgelinta* will support Somalis to identify and articulate the challenges they face in accessing security and justice and to develop joint solutions that lead to visible, practical change in their experience and trust in the security and justice systems.

Through approaches that enable informed and inclusive dialogue and negotiation, the programme seeks to transform how individuals, communities and institutions in Somalia can work together to create fairer, more efficient, and more accountable systems for security and justice.

As part of a larger pool of local and international organisations implementing the programme, EAI is leading a consortium that includes the BBC Media Action, Perspective Media and the Somalia Women Studies Center (SWSC) to deliver the SBCC and Community Outreach component of the *Nabadgelinta Soomaliya* program that will be implemented in Jubbaland and the Southwest States of Somalia during the first phase and then expanded to other states in Somalia.

*Nabadgelinta* will work towards two broad outcomes namely:

- Enhanced resolution of specific security and justice problems identified as priorities by Somalis in target locations.
- Leveraging, through learning, social and political influence to effectively catalyse wider programmatic, policy and systematic change to ensure that the impact of *Nabadgelinta*



Soomaaliya is not only felt within our immediate focus areas, but extends into issues and geographies beyond the programme.

## **JOB TITLE**

Finance and Operations Officer.

## **WORK LOCATION**

Two (2) candidates required one to be based in Baidoa and the other in Kismayo.

## **POSITION SUMMARY**

The Finance and Operations Officer will report to the Finance and Operations Manager and will provide finance, administrative, operational and logistics support to the project. The position will provide critical role in ensuring effective financial and operational efficiency.

## **KEY RESPONSIBILITIES**

### **Finance and General Accounting**

- Verify vendor invoices for accuracy.
- Verify accuracy of expenses, and project accounting codes.
- Ensure accurate and timely processing of invoices, advances and reimbursements, checks, and wire transfer payments.
- Ensure request for payments have appropriate approvals.
- Ensure the timely deposit of cash receipts.
- Prepare and review month end closing financial reports and vouchers and ensure timely submission of financial reporting to EA HQ.
- In the absence of the Finance and Operations Manager manage the bank account and the transfer of money between HQ and field office to ensure that enough funds are always available in the bank.
- Prepare monthly bank reconciliations, monthly cash reconciliations, and cash flow statements, account and manage multiple programs simultaneously.
- Prepare petty cash transactions, payments receipts and cash reimbursements from employees and donors/clients, ensuring accurate documentation of expenditures are recorded in the distinct ledgers.
- Ensure timely preparation of the monthly financial expenditure spreadsheet.
- Compile backup documentation for all project related transactions, and ensures completeness and appropriate review and approvals are documented.
- Ensure petty cash is maintained according to maximum petty cash policy, and that all petty cash procedures are followed.
- Ensure the safeguard of bank checks, cash receipts, and petty cash.
- Responsible for maintaining file management systems for soft and hard copy documentation.
- Ensure non-billable expenses are thoroughly reviewed and kept to a minimum.
- File monthly statutory returns e.g Payroll tax and duties.

- Assist in drafting of detailed reports of statements of financial position and comprehensive income statements and reconciliation of bank statements.
- Ensure timely recording of transactions in INTACCT(Accounting System).
- Maintain accurate financial records and ensure compliance with accounting principles and regulations.
- Conduct financial analysis to identify areas for cost reduction and efficiency improvement.
- Collaborate with external auditors during financial audits.
- Ensure compliance with internal policies, procedures and guidelines.
- Stay updated with relevant regulations and ensure adherence to legal requirements.
- Assist in the development and implementation of administrative policies and procedure.
- Maintain confidentiality of sensitive information and handle it securely.

## **Operations**

- Coordinate administrative activities under the Project.
- Support other project staff become more familiar, and understand, the EAI policies and procedures as related to procurement and logistics.
- Take care of all arrangements regarding visit of short- and long-term staff and consultants.
- Assist in keeping close communication with service providers and vendors.
- Arrange for meetings, trainings, conferences, and workshops.
- Office supplies: ensuring the availability of office supplies and on a daily basis ensuring that the printers, copiers have sufficient paper and toner supply. Purchase of office supplies, and other disposals necessary for office operations.
- Logistics support: registration of foreign/regional advisors/visitors with Kenyan authorities', when/if is needed; make hotel reservations; based on the requisitions, search for relevant accommodation.
- Prepare detailed cost estimates for planned events.
- Maintain filing system for project documents and materials.
- Support the procurement process by soliciting bids and quotes from vendors in adherence with policies & approved requisitions and quarterly procurement plans.
- Monitor, track and expedite all project procurement activities and delivery status of goods/services.
- Gather current pricing information independently.
- Conduct price/cost/reasonability analyses.
- Support in asset management, ensuring all items are recorded against the correct project number and the correct documentation is supported for each item.
- Track and analyze data to provide recommendations for process improvement.
- Work with Programs team on expedition of travel requests and tasks to ensure efficiency in process and management of project activity timelines.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Bachelor's degree in any of the following disciplines: Commerce (Accounting/Finance Option), Finance, Business Administration, Business Management, or its equivalent from



a recognized institution.

- At least 3 years' experience in finance and operations, ideally in an NGO.
- Proficient in MS office applications; especially experience in MS Excel.
- Good understanding of Somalia laws on tax, insurance, and employment etc
- Ability to work with minimum supervision.
- High attention to detail and a high level of accuracy.
- Excellent understanding of Quick Books and Microsoft Office Suite complemented by the ability to train others on a need basis.
- Excellent verbal and written communications skills.
- Ability and willingness to maintain confidentiality.
- Fluent written and spoken English and Somali required. For South West state, the candidate must additionally speak the local Maay dialect.

### **HOW TO APPLY**

Interested and qualified persons are requested to send their Application Letter and Curriculum Vitae to [eaieastafrica@equalaccess.org](mailto:eaieastafrica@equalaccess.org) on or before Tuesday 15<sup>th</sup> August 2023 at 5 pm EAT, with the job title as the subject.

**NB: All the applicants should indicate on their CV their phone number, E-mail address, and their current place of residence.**