



VACANCY ANNOUNCEMENT FINANCE AND COMPLIANCE ASSISTANT

Organization	Global Initiative for Resilience and Development (GIRD) www.girdglobal.org
Position Title	Finance and Compliance Assistant
Number of Positions	One (1)
Reporting To	Finance and Admin officer
Working With	GIRD project team
Duty Station	Garowe, Puntland – Somalia
Duration	6 Month
Starting Date	Immediately
Application Deadline	2nd July, 2023

INTRODUCTION TO GIRD

Global Initiative for Resilience and Development (GIRD) is a non-profit organization established by a group of professionals in various areas such as Agriculture, Fishery, Forestry, Water, Environmental and Natural resources. It is legally registered in Kenya and Somalia. GIRD operates in Northern Kenya such as Tana River, Garissa, Wajir, Mandera, Moyale, and Isiolo in Somalia it operates in northern Somalia and Southern Somalia. GIRD was founded to mobilize and build the capacity of pastoralist communities by offering technical assistance and restoration of and harmony among the diverse communities. GIRD has the extensive working experience, technical expertise, collaboration with key community partners and governments. GIRD constantly promotes community participation in project planning, implementation, monitoring & evaluation to improve accountability, transparency, and sustainability of its interventions. We believe in “Humanity first” and have been encouraging rural pastoralists to enhance their coping mechanism against climate change by conducting community-managed disaster risk reduction (CMDRR). GIRD has experience in designing and implementing community-based Relief Rehabilitation and Development Projects. Environmental resources management for the improvement of livelihoods for the pastoralist people in Northern Kenya and Northern and Southern Somalia. Strong interventions meant to promote peace and co-existence between the various communities in complex emergencies in Northern Kenya and Somalia. GIRD works directly with beneficiary pastoral communities at large to identify their needs and find appropriate solutions.

PURPOSE OF THE POSITION

The Finance and Compliance Assistant will be responsible for assisting all aspects of day-to-day operations of finance department in field office.



MAIN RESPONSIBILITIES

- Assist in the implementation of Finance policies, procedures, and systems.
- Ensure compliance with GIRD procedures and guidelines.
- Follow up bank account issues in a timely manner.
- Assist reviewing all PRs for proper coding and budget adequacy before approval.
- Review the financial parts of purchase orders, advance requests, liquidations, and requisitions to ensure in compliance with the plan and any applicable authorized policies.
- Assisting the Finance Officer in proper archiving of financial documents.
- Monitor burn rate for projects and offer timely advice to program team for prompt action and decision-making.
- Assisting the Finance Officer POs and Non- POs invoices by assuring the supporting documents are completed and attached to the system.
- Maintain petty cash and raise payment as per the demand.
- Perform the petty cash counts on weekly basis and ensure that they are filed.
- To promote team building and team capacity, Sharing knowledge and the best practices across the team.
- Prepare and submit monthly cash forecasts.
- Review all payment documents for proper and adequate back up.
- Prepare the monthly bank and cash reconciliation statement and submit for approval.
- Ensure all Income taxes are remitted as per statutory timelines and receipts collected.
- Assisting the Finance Officer monthly close out of filed level.
- Fulfill any additional tasks that may occasionally be delegated by your supervisor to support the accomplishment of organizational objectives.
- Comply with Financial Handbook and other GIRD policies
- Verify that all vouchers and supporting documents are according to standards set in the Financial Handbook, and enter them into the accounting system
- Make approved payments
- Record all cash movements
- Prepare and arrange for bank withdrawals and transfers and present for verification
- Prepare periodic financial reports and submit for review

SKILLS AND QUALIFICATIONS

- Bachelor's degree or Diploma in Finance and Accounting or any related discipline.
- Certified Public Accountant level II
- Diploma with Minimum of 3 years and Degree with 2 years relevant experience.
- Experience working as Finance in a humanitarian/recovery context
- Previous experience from working in complex and volatile contexts
- Documented results related to the position's responsibilities
- Knowledge of English and local Language-Somali
- Experience of working with INGO in a similar capacity will be an added advantage

APPLICATION PROCESS

GIRD is inviting applications from qualified and motivated candidates who meet the above requirements to submit an updated CV, cover letter, and contact information for three work-related referees to the Human Resources Department account: hr@girdglobal.org with the subject line "**Finance and Compliance Assistant**". Applications are accepted from June 18 to July 2, 2023. Applications received later than July 2nd 2023 will be disregarded

GIRD is an equal-opportunity employer. Only short-listed candidates will be contacted for an exam and interview.