



MAKE A DIFFERENCE WITH US

Muslim Aid is an international humanitarian relief & development agency looking to employ a professional individual who will be highly committed to our vision and values:

Job Title: Finance Officer
Employment Type: 1 year full time (probation period of 3 months) - Fixed Contract (extendable)
Base Location: Sarajevo, Bosnia and Herzegovina
Closing Date: 18th May 2018 (midnight)

Muslim Aid seeks to recruit a Finance Officer to manage and provide all administration matters, financial affairs, drafting financial reports for institutional donors and financial management of Muslim Aid Bosnia and Herzegovina Office accounts. You will coordinate and liaise closely with other members of the team as well as country management and Head Quarter staff in London.

You should have the ability to demonstrate excellent interpersonal and communications skills together with strong attention to detail, and the ability to work under pressure to meet deadlines.

Please apply with your CV and a cover letter of no more than two pages. Interviews will be arranged as soon as suitable applications are received. Where we receive a high number of applications we reserve the right to close this campaign once we have a suitable pool of applicants, which could be prior to the published application closing date.

For job description and person specification visit: www.muslimaidbih.org
To apply send your CV and a cover letter to: info@muslimaidbih.org

We are an equal opportunities employer and welcome all applications regardless of age, gender, ethnicity, faith or disability

JOB DESCRIPTION

FINANCE OFFICER

Responsible to: Country Co-Coordinator in Bosnia and Herzegovina

Purpose of the Post

To manage and look after all administration matters, financial affairs and financial management of Muslim Aid Bosnia and Herzegovina Office i.e. preparing project financial reports, drafting financial reports for institutional donors, Cash/Fund management, Payroll etc.

Main Responsibilities

1. Update the financial transactions of Muslim Aid in the ledger or Quick Book accounting software.
2. Prepare monthly/quarterly financial report for submission to HQ on the standard template provided.
3. Prepare financial request/forecast for the next month/quarter with the detail breakdown.
4. Prepare and submit monthly cash/fund balance along with cash book/bank book, bank statements and accounting software backup as required.
5. Prepare and process monthly bank account reconciliation.
6. Prepare and process monthly petty cash account reconciliation.
7. Receive and process invoices for payments.
8. Manage and disburse the petty cash float.
9. Manage and prepare the monthly payroll along with all the relevant statutory deductions for payment to the relevant authority.
10. Prepare the organisations annual budget and budget for other donor agencies with assistance from the relevant department/personnel's.
11. Prepare the monthly budget variance and management account for SMT.
12. To prepare the annual accounts for audit comprising of Income & Expense statements and balance sheet along with the reports and notes.
13. To prepare and respond to any other financial queries from donors or any other funding agencies as required
14. To assume budget responsibility for all active projects that s/he is managing and ensure sound financial monitoring and accountability of the projects.
15. To assist in development of the project proposal budgets
16. To draft financial reports for institutional donors

17. To prepare and respond to any other financial queries or issues as requested by HQ
18. To follow and implement the financial policies and procedures of Muslim Aid as set out by the HQ
19. To look after the banking needs of Muslim Aid i.e withdrawing & depositing etc
20. To work collaboratively with other team members within Muslim Aid Bosnia & Herzegovina
21. To monitor standards and criteria for programme development in line with organisational plans and priorities.
22. To assist with programme financial audits and assessments where necessary.
23. Attend any trainings/seminars recommended by HQ or CD for capacity building.
24. Any other duties commensurate with the accountabilities of the post.

PERSON SPECIFICATION - FINANCE OFFICER

Qualification

- a) Part qualified in a recognised accountancy qualification / educated to degree standard or equivalent (Essential).

Experience

- b) Proven Accounting experience in a finance role (Essential).
- c) Experience of setting up and maintaining efficient financial management systems (Essential).
- d) Previous experience of a finance role in a NGO sector (Essential)
- e) Previous experience in conducting budgeting for new project proposals (Essential)
- f) Wide range of general financial management experience. (Desirable)

Skills

- g) Good written and spoken English (Essential).
- h) Computer literate with strong skills in accounting packages, Excel spreadsheets and databases (Essential).
- i) Experience in budget management & report writing skills (Essential).
- j) Good administrative and organisational skills (Essential).

- k) Strong analytical skills (Essential).
- l) Excellent interpersonal skills (Essential).

Knowledge

- m) A good knowledge and understanding of double entry accounting system (Essential)
- n) Knowledge of computer systems and the functioning of accounting software (Essential)
- o) Understanding of Charity SORP accounting (Desirable)
- p) Understanding of working with various funds and cost centre (Desirable)

Ability

- q) Ability to work in a systematic and methodical manner (essential).
- r) Ability to work well on own initiative and to tight deadlines (essential).
- s) Ability to work flexibly, under pressure and adapt to change (essential)
- t) Ability to work effectively within a team environment (essential).
- u) Ability to work unsociable hours during peak campaigns (Desirable).
- v) Ability to prioritise workload (essential).

Commitment

- w) Commitment to Muslim Aid's mission, visions and values (essential).
- x) Commitment to equality of opportunity and diversity (essential).
- y) Empathy with and understanding of the basic teachings and values of Islam (desirable).
- z) Hard working and self-motivating (essential).

Please signify your acceptance of this job description by signing below and returning a copy to the Employer

Employee: _____

Place and date: _____