

## **TERMS OF REFERENCE**

### **POSITION: ADMINISTRATION AND FINANCE**

Head of Finance and Administration reporting to the Executive Director. The position is a fulltime position and will be based at the Institute of Certified Public Accountants for Somaliland's(ICPAS's) office in Hargeisa, Somaliland Republic.

The main objective of the role is to provide strategic and operational leadership to ICPAS's finance & administrative functions in an effective and efficient manner. It encompasses formulating of strategic direction and provide technical and professional leadership in the planning, development and evaluation of ICPAS's financial policies and systems, financial planning and budgeting, prudent management and control of financial resources, and ensure compliance with accounting standards and statutory reporting requirements.

#### **ROLE SUMMARY**

##### **a) Management role**

As a member of the Senior Management Team:

- Contribute to development of institutional and programme strategic plans and action plans;
- Develop accounting and financial management policies that are consistent with financial reporting standards and regulations;
- Participate in managing institutional and programme performance;
- Attend Board meetings and participate in other Board matters as required.

##### **b) Planning and Budgeting**

- Lead and coordinate the annual planning, budgeting and review processes; produce and consolidate detailed and summary annual budgets within the agreed time;
- Develop and disseminate annual planning and budgeting guidelines and template
- Consolidate the summary budget tables and provide analysis of the figures within the agreed time;
- Ensure proper allocation and management of financial resources of ICPAS
- Prepare periodic management accounts for management decision making and actions.
- Prepare monthly and quarterly accounts and annual financial reports within timetable;
- Oversee Development of budgets for proposals and contribute to resource mobilization efforts;
- Monitor and evaluate funding needs, cash flows, and develop strategies and plans for financing.

##### **c) Financial Management and Reporting**

- Regularly review, monitor and track the utilisation of projects and operational expenditure against approved plans/ budgets and ensure effective management of costs across the business; and ensure variances are justified in accordance with approved policies and procedures;
- Support and monitor projects to ensure their financial operations are within the framework of the policies and procedures established by ICPAS;
- Lead in identifying, developing and implementing effective internal controls for ICPAS and implementation of accountability and reporting by ICPAS;
- Coordinate internal and external audits and manage implementation of audit recommendations;
- Analyse financial information relating to assets, liabilities, capital and prepare financial statements, reports, projections and recommendations for financial sustainability;
- Record and oversee grants accounting and reporting;
- Lead the development and review of financial policies and procedures manuals
- Oversee payroll management;
- Oversee timesheet management

#### **d) Capacity Building**

- Ensure that the finance skills of both finance and non-finance staff are developed, undertake the induction of new staff, and continually strengthen capacity of finance staff;
- Ensure that the financial ability of potential partners, including their internal control systems, documentation and capacity to report on expenditure, is properly assessed before long-term funding relationships are entered into;
- Generate, document and disseminate the results of the ICPAS's finance work, capturing new knowledge and learning;

#### **e) Administration**

- Assets and facilities management including liaison with the agents, utilities, cleanliness and safety;
- Implement and review ICPAS's procurement policy;
- Manage purchase and safeguarding of the office equipment and other assets;
- Office administration and Logistics;
- ICT Management.

### **QUALIFICATIONS AND EXPERIENCE:**

The position holder should have:

- A Master's Degree in Finance, or Accounting, or Business Administration (MBA)
- Degree in Accounting with 5 years experience will be considered an added advantage
- CAT, AAT or ACCA, CIPFA finals or Partly qualified is highly desirable

- At least three (3) years' financial management and accounting experience
- Strong financial management experience and skills (budgets /forecasts donor projects, stakeholder management);
- Proficiency in accounting systems, grants and financial management systems;
- Ability to build and maintain working relationships with donors, partners and service providers;
- Excellent analytical skills with the ability to link financial results to programme and operational performance drivers
- Experience of design, implementation and monitoring systems of financial management, controls and accounting systems.
- Excellent interpersonal, communication skills.
- Fluency in English and Somali languages
- Ability to manage other people and experience of working in a small team and distance team working.
- Ability to travel frequently for the satisfactory discharge of his/her duties.

Institute of Certified Public Accountants for Somaliland (ICPAS) is an equal opportunity employer.

Interested applicants should send a CV and Cover letter to [Director, Human Resource Department, Ministry of Finance](#) or [mawayrax@gmail.com](mailto:mawayrax@gmail.com)

Closure of the application **1, June 2021**, submission must be received by specified application deadline.

Please note, **only shortlisted candidates will be contacted.**