

**MINISTRY OF DEFENCE**

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| **TERMS OF REFERENCE** |
| **Post title** | **Finance Officer** |
| **Contract** | **Individual Contract** |
| **Organization unit** | **MoD, Administration**  |
| **Name of Supervisor** | **DG MoD** |
| **Duration**  | **12 months**  |
| **Location** |  **Somalia, Mogadishu**  |
| **I. Organizational Context/Background** |
| The Somalia Federal Government Ministry of Defence (MoD) is responsible for the effective, efficient and transparent management of the defence sector. The MoD provides executive direction and exercises civilian oversight over the armed forces, and military’s missions, composition, budget and procurement policies; guarantees that the rule of law is respected throughout the armed forces ranks with the assistance of institutions such as military ombudspersons or inspectors general; develops and implements defence budget; initiates draft legislation on any matters under its jurisdiction; and develops and implements defence strategies and policies on matters related to military planning management and financial control, disarmament, demobilization and reintegration, veterans and orphans affairs, border protection, anti-piracy; mission, organization, personnel, operations and financing of the military, peace missions on national territory, and participation of Somali forces in peace-keeping missions. The MoD also has an important say in international and regional treaties and arrangements falling within the area of its jurisdiction; on arms procurement and trade and weapons and ammunitions management; and military conscription and procurement, as well as oversees resources required by the Somali National Armed Forces (SNAF) and the wider defence sector in order to guarantee the peace, sovereignty, and national security of the Federal Republic of Somalia. To this end, the MoD has embarked on an institutional development and capacity programme to enable the fulfilment of its mandate, which includes the recruitment of advisors within the different departments. The Ministry's primary policy framework reference is the 2012 Provisional Constitution, National Security Architecture (NSArch) from which it draws its mission mandate, including its active and substantial lead and participation in the various Strands of the "Comprehensive Approach to Security" (CAS). Much of the MoD’s work in 2019 is guided by the FGS Security & Justice Road Map, and its membership of the National Security Council, and the Cabinet Security & Justice Sub-Committee. |
| **II. Job description**  |
| The Finance Officer is expected to manage records and receipts of financial transaction and prepare budgets. The Finance Officer has thorough knowledge of budgetary practices and financial regulations. Importantly, the Finance Officer must be self motivated and ready to take responsibility for deliverables as an integral part of a multi-disciplinary team. The Finance Officer will carry out the following tasks:* Assisting in the preparation of budgets
* Managing records and receipts
* Reconciling daily, monthly and yearly transactions
* Preparing balance sheets and other financial reports
* Processing invoices
* Ensure data integrity in all financial reporting.
* Perform finance analysis, reporting and management tasks
* Developing an in-depth knowledge of MoD financial process and system
* Providing financial advice to senior leadership with MoD
* Being a key point of contact for other departments on financial and accounting matters
* Supporting the senior leadership with projects and tasks when required.
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| **III. Key Deliverables** |
| * Well prepared and update budget documents
* All received invoices processed in due time in accordance with rules and regulations
* Balance sheets and financial reports prepared in a timely and accurate manner
* A well functioning receipts and records management system.
* Good working relationships and well functioning cooperation and coordination with other departments within MoD.
* Monthly Activities Report. A report on activities undertaken for the month in the execution of your duties and responsibilities.
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| **IV. Reporting** |
| The Finance Officer reports to the DG MoD. |
| **V. Recruitment Qualifications and Competencies** |
| **Education:** Bachelor’s Degree in Business Administration, or equivalent in and Political Sciences, International Relations, Criminology, or Strategic Studies.**Experience:** * At least three years of experience in finance or related administration, operations and planning;
* Experience of preparing budget documents and financial reports;
* Knowledge and understanding report writing and office administration.

**Competencies:*** Substantial knowledge of planning and budgetary practices;
* Substantial knowledge of financial and procurement practices;
* Knowledge and understanding of donor reporting requirements;
* conscientious and self-motivated with an ability to work as a team member and on own initiative;
* Ability to work as part of a multidisciplinary team,
* conscientious and self-motivated with an ability to work as a team member and on own initiative;
* IT - in particular MS Word, MS Excel, Power Point.

**Language requirements:*** Fluent in written and spoken Somali and English
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