

FINANCE AND GRANTS SPECIALIST-002/2024

A. Reports to: Project Manager

B. Summary: The Finance and Grants Specialist is responsible for the management of the Project finances and accounts in accordance with the requirements of IFAD procedure as well as those of the Federal Government of Somalia (FGS).

C. Duration of Assignment: Initial contract of 2 years; successful completion of a six-month probationary period; subject to annual appraisals with renewable contract if performance is satisfactory.

D. Duty Station: Based in Mogadishu.

E. Specific duties and responsibilities:

1. The Finance & Grants Specialist is responsible for the financial and administrative management of the project including Accounting, Budgeting, Financial Reporting, Internal Controls, Auditing Arrangements, Flow of Funds and the efficient management of Project resources in accordance with the requirements of IFAD. He/she will report directly to the Project Manager and will work in close collaboration with his or her counterparts at PMU and the Sadar Development and Resilience Institute (SADAR).
2. Operating within a computerized environment, the Finance & Grants Specialist will perform the following duties:
3. Manage the accounting and financial reporting systems and ensure that the project manager is informed of ongoing financial transactions as well as implementing partners have a clear view of their financial responsibilities, funds available, requirements of reporting and record keeping in accordance with FGS and IFAD requirements.
4. Develop behavioural ways of working within the team that promotes value addition, continuous professional improvement and a culture of cost effectiveness by all managers.
5. Take a leading role, with support from the Project Manager and PMU team on financial aspects of Annual Work Plan and Budgets (AWBPs) preparation and consolidation ensuring timely submission for approval by both the Project Steering Committee (PSC) and IFAD.
6. Ensure timely uploading of the project budgets into the accounting system and ensure that accounting is correct and aligned with IPSAS cash basis standards.
7. Implement use of IFAD key documents such as, the disbursement handbook, procurement guidelines and handbook, IFAD guidelines for Project audits, grant agreement.
8. Oversee accounting system development, setting up of chart of accounts, customisation of reporting templates and maintaining an efficient accounting system.
9. Maintain the project accounting system ensuring transactions are posted on a timely basis, are checked for accuracy, reconciled and appropriately supported and ensure that project accounting is recorded by ensuring traceability of the sources of funding; components and categories in line with IFAD reporting requirements.
10. Supervise preparation monthly and quarterly management reports to facilitate monitoring of expenditure, budget performance, cash and bank balances/and the related reconciliations (on a monthly basis), identifying variances, cash requirements

and long outstanding advances and advising component heads and the project manager on expenditure limits and corrective actions.

11. Maintain the project designated and operating accounts in accordance with the financing agreement and PIM/Financial Management Manual.
12. Develop and regularly update a financial management manual ensuring incorporation and implementation existence of reliable internal control procedures for financial reporting and recordkeeping. In case of revisions of the manual, ensure that the PIM is submitted to IFAD for non-objection.
13. Support the PMU in conceiving and enforcing the financial and fiduciary aspects of all agreements and MoUs entered into with implementing partners.
14. Provide support and training to implementing partners on financial management procedures, reporting and expenditure justification.
15. Prepare quarterly financial reports (IFRs) in the format prescribed by IFAD and ensuring completeness, accuracy and timely submission to IFAD together with Certified Transaction lists and Bank statements.
16. Prepare financial reports: quarterly, semi-annual and annual reports to the IFAD, MoAI and IFAD in line with IFAD requirements.
17. Ensure compliance with all grant agreement covenants, and legal and statutory requirement of the FGS and IFAD General Provisions in financial management.
18. Ensure that administrative and financial directives and guidelines are reflected in all Project financial activities.
19. Facilitate fast and effective flow of funds from IFAD to A2R2 and from A2R2 to suppliers, service providers and implementing partners by ensuring timely preparation and submission of withdrawal applications to IFAD on the basis of established procedures and within the set deadlines.
20. Prepare financial statements in accordance with International Public Sector Accounting Standards (IPSAS) and IFAD financial management requirements including timing of submission of un-audited annual financial statements to IFAD.
21. Prepare for, facilitate and coordinate project external audit by ensuring timely preparation of annual un-audited financial statements compliant with the IFAD Handbook for Financial Reporting and Auditing of IFAD-Financed Projects, audit terms of reference and availability of financial records and supporting documents.
22. Preparation, review and monitor of Project budgets including financing plan, procurement plan (together with the Procurement Officer), and staff development plan (together with the training focal point).
23. Take prompt and definite action on non-compliance with procedure and practices. Verify all withdrawal applications for submission to IFAD, and ensure the availability of funds for all planned activities. Manage the Projects bank accounts, approve and co-sign all payments.
24. Apply for and manage counterpart funds and ensure that beneficiaries' contributions (in cash or in kind) are recorded in the project accounting system and monitored on a timely basis on the basis of a clear methodology which is agreed with IFAD.
25. Coordinate between Ministry of Agriculture & Irrigation and the PSC; noting that the PSC is composed of MoAI and MoECC.
26. Act as focal point for all related A2R2's financial correspondences with IFAD.

27. Share IFAD ToR with Audit Firm to ensure that timely audit of the Project is conducted in line with International Auditing Standards (ISA).
28. Monitor the level of advances/funds to ensure that there are sufficient funds to implement the Project activities and that the level of advances/fund are adequate and there are no idle funds.
29. Approve all reconciliations including bank and advance reconciliations.
30. Responsible for developing and managing an effective and performance based human resources management system.
31. Supervise and coordinate the work of staff placed under his/her direct authority.
32. Responsible for the organization and supervision of the PMU office, assets, logistics, and all administrative matters.
33. Responsible for the implementation of external audit and supervision mission recommendations by the aid of a recommendation log-book, which needs to be updated on a regular basis.
34. Ensure good working relationships with other departments to enable smooth implementation of financial procedures.
35. Oversee development of procedures for management of sub-grants, including identification of beneficiaries, selection/award, supervision, monitoring and reporting on the grants, ensuring that capacity building activities are carried out to the benefit of grant recipients to ensure that financial management best practice are in place.
36. Support with the preparation of the needed documents and reports to facilitate IFAD supervision and support mission and remain available to actively participate to IFAD missions.
37. Undertake any other activities assigned by the Project Manager.

F. Qualifications:

Education: A university degree in finance, accounting, auditing or related and relevant subject and a recognized professional certification in accounting (e.g., CPA, ACCA etc.) is mandatory.

1. Experience: minimum of 10 years of experience at a senior level in a relevant public institution, private sector or in an international organization.
2. Experience on donor financed Projects is preferable.
3. Skills and knowledge:
 - a. proven skills in financial management of internationally financed development programme, haven a thorough understanding of accounting practices, finance and investment. Familiarity and experience in use of accounting software would be required.
 - b. Good command in English, both oral and written.
 - c. Prior experience working with donor-funded Projects as well as experience with government of Somalia regulations and procedures.
 - d. Good knowledge of Microsoft Office.
 - e. The ability to lead and to work as part of a team.

- f. Good communication skills.
- g. Ability to work with multi stakeholders, including government, private sector companies, civil society organizations, and community.
- h. Professional and personal endurance and commitment to complete complex assignments efficiently and effectively in a high demanding working environment.

G. How to Apply

Interested candidates should submit an up-to-date CV and Cover Letter to hr@sadarinstitute.so **by 14th March 2024**. Your cover letter should specify the position you are applying for and outline your suitability for the role.

Please title your email: "Application for [Position Name], A2R2 Project."

NOTE: Only candidates shortlisted for an interview will be contacted. SADAR is committed to employment equity, welcomes diversity and encourages applications from all qualified applicants.