

TITLE: Finance Coordinator –MOLSA/ SAGAL Project	
TEAM/PROGRAMME: Finance	LOCATION: Mogadishu
GRADE: 3	CONTRACT LENGTH: 12 Months
<p>CHILD SAFEGUARDING:</p> <p>Level 3: the post holder will have contact with children and/or young people <u>either</u> frequently (e.g. once a week or more) <u>or</u> intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.</p>	
<p>ROLE PURPOSE:</p> <p>Seconded to MoLSA, the Finance Coordinator for the SAGAL Project will provide timely and effective financial management support to ensure that all project implementation and financial liquidation processes are fully compliant with Save the Children International (SCI) and donor requirements, as well as the provisions of the Sub-Grant Agreement (SGA).</p> <p>In this capacity, the Finance Coordinator will play a key role in strengthening MoLSA’s financial management systems and building the capacity of project staff. The incumbent will support MoLSA teams under the SAGAL Project in enhancing their understanding of donor compliance requirements and conditions. They will also ensure effective budget management, timely financial liquidations, and adherence to the approved work plans and SGA provisions.</p> <p>Additionally, the Finance Coordinator will be responsible for preparing timely and accurate financial reports, maintaining complete and up-to-date records of all project expenditures, and ensuring that all financial documentation meets SCI and donor audit standards. The role holder also supports audit readiness, liquidity management, and the financial closure of the project to ensure accountability and compliance throughout the project lifecycle.</p>	
<p>SCOPE OF ROLE:</p> <p>Operationally to: Director General, Ministry of Labour and Social Affairs (MoLSA) Technically to: Area Finance Manager, Save the Children International (SCI) Direct Reports: None</p> <p>Role Dimensions:</p> <p>Save the Children operates across all zones in Somalia and currently has three main area offices and additional 11 field offices. Programmatically Somalia is a large Country Office with more than \$100million annual budget and staff over 700 staff.</p>	

Key Areas of Accountability**Strategic Financial Management**

- Develop and implement a comprehensive spending plan and detailed work plans that are aligned to ensure timely and accurate implementation of project activities.
- Ensure timely and seamless flow of project funds by maintaining accurate and up-to-date cash flow and forecasts.
- Lead in process improvement initiatives related to MoLSA financial management processes and reporting systems.
- Ensure all project files are updated and complete with relevant financial documents and donor correspondence.
- Ensure continuous compliance with Save the Children and the EU financial policies, procedures, and donor regulation

Internal Controls and Audit

- Ensure strong systems of financial controls and adherence to SCI and donor regulations, particularly those of EU donors (INTPA – International Partnerships, European Commission).
- Conduct spot checks and field visits to provide support to field finance teams.
- Plan and support all necessary project audits, ensuring a clear audit trail of project expenses is maintained.
- Support the implementation of auditor's recommendations in coordination with project staff and management.
- Participation in internal and external audit exercises and subsequent implementation of the auditors' recommendations.
- Monitor coding of expenditures and ensure timely adjustments when activation of new awards with relevant audit trail.
- Check the correctness of payment vouchers and supporting documentation for all the area offices and/or local implementing partner, recommend the necessary improvements and follow-up actions, and ensure the supporting documents are fully compliant with SCI and donor requirements.
- Verify that expenses are charged to the correct category and budget line before report submission

Financial Reporting

- Maintain a Budget vs. Actual (BvA) tool to track budget utilization, present on monthly, document action points, and address variances promptly.
- Ensure timely liquidation and reporting of all project expenses in line with the provisions of the SGA.
- Respond promptly to all queries and comments raised by SCI during the review of MOLSA's liquidated expenses.
- Prepare accurate donor financial reports in accordance with donor requirements and reporting timelines.
- Prepare SAGAL project liquidation sheets and ensure supporting documentation meets SCI's minimum documentation standards.

SAVE THE CHILDREN INTERNATIONAL ROLE PROFILE**Financial Accounting and Systems**

- Ensure that all required supporting documentation for project expenses, as stipulated in the SGA, is maintained and readily accessible upon request in both MOLSA and SCI achieving system.
- Serve as the focal point between MOLSA and SCI, ensuring all project correspondence is shared with the relevant staff.
- Share the Ledger / GLACOSE and FR to Partnership Finance team for review

Compliance and Reporting

- Provide advice/training on SCI and donor compliance requirements to the MOLSA staff throughout the implementation process.
- Provide training and capacity building for all project related staff on financial procedures as well as donor rules and regulations stipulated in the SGA.
- Any other task assigned by your supervisors.

Competencies and Behaviours (Our Values in Practice)**Applying Technical and Professional Expertise**

- Makes decisions based on professional expertise and experience without unnecessary deferral.
- Shares knowledge and best practices on technical solutions to maximize team capacity.
- Actively seeks ways to enhance the application of technical and professional standards within the team.

Delivering Results

- Produces timely and accurate results using available resources.
- Takes responsibility for own work and its impact on others.
- Plans, prioritizes, and executes tasks effectively with minimal supervision.
- Understands how their work contributes to the organization's broader objectives.

Innovating and Adapting

- Suggests creative improvements and innovative approaches to work processes.
- Seeks out and applies successful practices from others to address challenges.
- Adapts roles, priorities, and tasks effectively in dynamic or unclear circumstances.
- Applies lessons learned to strengthen future practices.

Working Effectively with Others

- Actively listens to and values diverse perspectives and experiences.
- Provides proactive support to colleagues and demonstrates trust in their capabilities.
- Understands and leverages the strengths of team members to achieve collective goals.

Clarifies roles and responsibilities within the team to maximize overall impact.

BEHAVIOURS (Values in Practice)**Accountability:**

- holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values.
- holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same.

SAVE THE CHILDREN INTERNATIONAL ROLE PROFILE

- widely shares their personal vision for Save the Children, engages and motivates others.
- future orientated, thinks strategically and on a global scale.

Collaboration:

- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters.
- values diversity, sees it as a source of competitive strength.
- approachable, good listener, easy to talk to.

Creativity:

- develops and encourages new and innovative solutions.
- willing to take disciplined risks.

Integrity:

- honest, encourages openness and transparency; demonstrates highest levels of integrity.

Qualifications and Experience

- Bachelor's degree in accounting, or Finance from a recognized institution.
- Master's degree in the same fields is desirable.
- Minimum 3 -4 years of relevant experience in a similar role with an INGO, UN agency, or government institution.
- Practical experience with Somalia's government financial systems and processes is preferable.
- Strong computer skills, particularly in MS Excel, spreadsheets, and MS Word.
- High level of integrity and ability to work effectively as part of a professional team.
- Ability and willingness to work under pressure and meet tight deadlines.
- Strong communication and interpersonal skills.
- Supportive personnel management style.
- Proficiency in written and spoken English.

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

Adult Safeguarding.

The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy, all employees are also expected to carry out their duties in accordance with SCI protection from sexual exploitation abuse.

Health and Safety

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

Diversity, Equity, and Inclusion,

At SCI, we uphold the principle of equal rights and opportunities for all our employees. In our commitment to fostering a more inclusive workplace and addressing gender gaps, we have implemented additional efforts aimed at supporting female qualified candidates: -

- Maternity leave (6 months)
- Annual Leave 30 working days
- 10% *gross salary. (female allowance)
- 1.5 flexible working hours for lactating mothers

Qualified candidates with disabilities are strongly encouraged to apply.