



BAR COUNCIL OF THE MALDIVES

Malé, Republic of Maldives

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މާލެ، ދިވެހިރާއްޖޭގެ ޖުމްހޫރިއްޔާ

POSITION DESCRIPTION

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| Title: | Finance Executive ABA (seconded to the Bar Council of the Maldives) |
| Workstation: | Bar Council of the Maldives |
| Contractual term: | 1 year (with possibility of extension) (to be hired as an independent contractor) |

OVERALL RESPONSIBILITIES

The finance executive will be responsible for managing all financial functions and responsibilities of the BCM and will be responsible for timely management of accounts and financial reporting of the organization, both towards all State authorities in the Maldives, and those under various partnerships of the BCM.

SPECIFIC RESPONSIBILITIES

- Be responsible for the overall direction, control, and planning of BCM's finance, accounting, tax, audit, budgeting, and treasury functions.
- Manage the BCM's financial planning with responsibility for accounting practices, maintenance of fiscal records, budgeting, and the production of financial and regulatory reports.
- Implement and maintain the best international standards and the Public Finance Act and Public Finance Regulation standards of asset, liability, capital, and liquidity management.
- Present financial and other reports within BCM's internal management and to the Executive Committee of BCM.
- Ensures at all times that the highest financial integrity and transparency is maintained in the operations of the BCM.
- Ensures at all times that regulations and procedures are followed per BCM and donor/grantor policy and Maldivian law and regulations.
- Ensuring the preparation of annual operating and capital budget.
- Records accounting transactions in financial books on a timely basis and ensuring accuracy and completeness of required documentation.
- Prepares weekly and monthly bank reconciliation and quarterly cash forecast for the accuracy of quarterly cash requirements.
- Oversees financial reconciliations and reporting of grant-funded expenses, oversees the administration and financial management, grant startup/closeout, and other relevant grant-related finance/administrative assignments.
- Works with donor/grantor to ensure full organizational compliance with donor policies and regulations, cooperates with donor oversight of books and records.
- Prepares timely fund transfer requests to meet the daily cash requirements and monitors daily cash movements to ensure cash balances' adequacy.
- Performs other related duties as required by the BCM.

Minimum Qualifications / Work Experience

- A minimum Master's Degree in Accounting or Finance, and completion of either CIMA or ACCA (Professional Level).
- A minimum of 5 years of work experience, at a managerial level, in the field of accounting and finance.

Desired Skills and Competencies

- Excellent analytical and quantitative skills with computer proficiency, and computer proficiency in QuickBooks and other accounting related software.
- Excellent and effective communication skills, including the ability to prepare and analyse reports; and deliver presentations, making and defending recommendations.
- Excellent organizational, time management, and strong interpersonal skills with strong leadership.
- Ability to multitask, to work flexibly, and meet tight deadlines.
- Attention to detail and proven ability to work independently and effectively with minimum supervision.
- Demonstrated ability to undertake administrative and logistical tasks, follow procedures, and adhere to regulatory requirements

Salary and Benefits:

- Monthly salary: USD 1946 OR equivalent in Dhivehi Rufiyaa
- Benefits: Successful candidate will receive Ramadan allowance & pension contribution

Application Documents:

The following documents must be submitted to secretariat@maldivesbarcouncil.org, by COB 24th January 2021.

1. Cover letter;
2. CV;
3. Copies of academic certificates;
4. Evidence of work experience; and
5. ID card/ passport copy.