

Finance and Admin Officer for Songinohairkhan DP

Location: [Asia & Pacific] [Mongolia]

Town/City: Ulaanbaatar

Category: Finance

Job Type: Fixed term, Full-time

PURPOSE OF POSITION

The purpose of the position is to provide financial services, implement and maintain internal control at the Area Program location ensuring that internal and external financial transactions and reporting requirements are met in accordance with World Vision partnership procedures and standards.

MAJOR RESPONSIBILITIES

Provide and facilitate the financial services at Area Program (AP) level

- Contribute in the preparation of AP budget and monitor AP expenses against approved budget and chart of accounts;
- Provide accurate cash position of the AP to Manager for funding request and payment decision.
- Manage cash disbursement at AP level.
- Secure adequate documentation in all financial transactions including preparation and documentation of vouchers of cash disbursements.

- Verify all vendor contracts are advice AP management on financial implications.
- Prepare vouchers and cash disbursement report ensuring appropriate approval.
- Prepare and review voucher summary and upload to the SUN6.3 timely manner
- Prepare invoice information sheet for SSC
- Prepare aging report
- Prepare time attendance summary
- Prepare funding request
- Prepare bank reconciliation reports

Ensure appropriate asset management at the AP level

- Keep proper documentation of assets and liabilities at the AP level.
- Update the asset register quarterly and annually
- Ensure that AP prepares hand over notes/contract duly signed by beneficiaries and that assets handed over to government are registered in state property register.
- Prepare asset counting final reports and facilitate approval.
- Review car log books and make petrol calculations and reconcile with petrol statements monthly

Manage the office administration

- Update stock record for stationery and office supplies with adequate documentation
- Manage the office administration related works and maintenance (utilities, security and cleaning)

Administer staff payroll and benefits

- Verify staff time sheet and LDR and prepare calculations for sick leave and social security reimbursement for maternity leave and sick leave.
- Update tax and social security books.
- Pay tax and social security to the appropriate bank accounts before the deadline

Financial Reporting

- Prepare timely monthly and quarterly and submit statutory financial reports in consultation with AP Manager. Coordinate timely posting of all quarterly financial reports in lotus notes.
- Provide adequate financial information to the AP manager & Development Facilitators for variance analysis and provide advice on budget management.
- Prepare and send all monthly aging analysis reports to the National Office Finance within deadline. Ensure that staff settlement advances are completed on time.
- Prepare and control repayment folder and reconcile with bank deposit, where the AP has not closed the revolving loan activities.
- Prepare quarterly GN reconciliation reports.

- Prepare tax, VAT, and social security reports and submit before deadline. (monthly, quarterly and yearly)
- Conduct monthly financial report meeting to the AP team and provide right financial analysis, data and recommendation for AP manager and staff for their decisions

Quality Assurance/Risk Management

- Ensure compliance of financial transactions to financial policies and procedures and follow up audit recommendations.
- Ensure asset counting is done one a year before April 30.
- Ensure that all WV assets are covered by insurance, including properties like HDC that has not been handed over.
- Ensure that the ADP reports all security incidents, including loss, misappropriations and accidents, within 48 hours.
- Call or visit major vendors to ensure they exist.
- Visit or call some beneficiaries soon after distribution to ensure they exist and copy report to management
- Ensure that ADP end of month balance is below 5,000,000 MNT.
- Bank deposits are completed within the same day. No cash is left in the office over weekend, except petty cash.
- Present payment request, bank transfer order and withdrawal cheque for approval before payments.

- Ensure security of deposit transfer order and withdrawal of cash from bank (one cheque one CARD/one CARD one pay order)
- Ensure that staff advances and loans are settled within FFM limit
- Ensure that supporting documents have a stamp "PAID"
- Ensure that the ADP assigned staff performs Bank Reconciliation by the 5th of the following month based on the Cash Disbursement Report.
- Ensure that the balance in the cash disbursement report is reconciled daily with the bank balance in the online statement.
- Review and update bank signatories regularly ensuring that separating staff who are signatories in WV are removed from bank signatory immediately while new signatories are added as per approval of CD and FD.
- Ensuring suns passwords are kept confidential.
- Review all requests in the system and monitor its processing from the NO.

KNOWLEDGE, SKILLS, AND ABILITIES

Minimum education, training, and experience requirements to qualify for the position

Education

A university degree in a field related to Accounting, Finance or similar field.

Experience

- Two years of experience in a business or INGO financial operations

Knowledge and Skills

- Understand WV policies and procedures and adequate knowledge of General accepted accounting principles
- Strong analytical, management and English communication skills

Preferred Skills, Knowledge, and Experience

- Experience in handling financial analysis and using sun system or any finance other system
- Ability to ensure and plan the works with smart way and prioritize to meet deadlines balancing workload
- Ability to work in team with a good communication.
- Ability to set standards and monitor the activities for quality
- Open to adapt new technology and learning new initiatives
- Knowledge and experience in community development/community engagement
- Maintaining work/life balance and effectiveness

Work Environment

- Handling work with minimum manpower and lesser time

- The position requires the ability and willingness to travel domestically and internationally up to 20% of the time.

Please send the below documents to recruitment_mongolia@wvi.org

- CV
- Cover Letter
- Application Form
- Copy of Diploma(s)
- Copy of ID card

Address: 4th floor, Somang Plaza Building, 13 khoroolol, 15th khoroo, Bayanzurkh District.

Phone: 70155323 – 124, 125 and 128