

# INTERIM SOUTH WEST ADMINISTRATION

## MINISTRY OF FINANCE

### JOB DESCRIPTION

Job Title: Accounting Officer, Accounting & Financial Reporting

Ministry: Ministry of Finance

Department: Treasury Department

Grade Level & Classification:

Reporting to: Treasurer

Salary:

Hours:

Location: Baidoa, Somalia

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#### 1. Purpose of the position

This position is an accounting support position within the Treasury Department of the Ministry of Finance. It has responsibility for the effective administration of accounting and financial reporting for the Interim South West Administration (“ISWA”). Responsibilities include financial reporting, ledger maintenance and management of the financial management information system (“FMIS”) data, providing advice and support to ensure Ministries comply with the financial legislation, regulations and policies in regard to their reporting requirements.

The incumbent will provide impartial, accurate and timely financial information as and when requested by the Treasurer.

#### 2. Responsibilities & Duties

The Accounting Officer, Accounting and Financial Reporting will:

(i) Carry out their duties in relation to accounting and financial reporting to ensure high standards are maintained at all times. This includes:

- Ensuring that the public financial legislation, policies and guidelines are adhered to in the performance of duties and in delivering services.
- Maintaining and ensuring compliance with standard operating policies and procedures with respect to recording and reporting of financial information

(ii) Manage the financial data within the FMIS:

- Liaise with other Ministry of Finance personnel in relation to the timely recording of financial data and reconciliations.
- Monitor the financial data within FMIS for accuracy, carry out regular review and reconciliation of balances and liaise with other Managers to obtain relevant information and reports in support of these balances. Includes the maintenance of adequate work papers and files to meet the requirements of audit
- Ensure adequate work papers and supporting records are maintained to support the necessary adjustments to the general ledger.
- Ensure the timely acquittal of working funds on a monthly basis or as directed by Treasurer.

(iii) Prepare financial reports in compliance with ISWA's legislation, regulations and instructions and in accordance with accounting rules and standards as adopted by the ISWA:

- Produce monthly reports from the FMIS for distribution to the Spending Units
- Follow up with Spending Units in regard to submission of monthly revenue reports and quarterly expenditure reports to the Minister in the terms, format and within the timeframe determined by regulations under the Public Finance Management Decree
- Prepare the consolidated quarterly report comparing budget execution and revenue collections to the estimates contained in the ISWA Budget for distribution within the legislative timeframe.

(iv) Prepare the annual financial statements of the Consolidated Budget and supporting work papers and submit it to the Auditor General no later than four (4) months after the end of the fiscal year.

(v) Provide assistance to the Treasurer and Minister of Finance in the discharge of the following statutory and other obligations:

- Assistance and support in resolving audit issues.
- The determination of the basis of accounting and the classification system for each government department, fund, and public entity.
- The reporting of any apparent defect in financial control, non-observance of the financial laws, instructions and regulations

(vi) Required to fulfil such other duties the Treasurer may determine that are consistent with the discharge of the Department's overall duties and responsibilities

### **3. Qualifications and Training**

- Associate Degree in Business Administration/ Accounting and or Financial Management
- Professional accountancy qualification (CA, ACCA, CIPFA, CPA or equivalent) - desirable
- Intermediate sound public financial management skills - essential
- Basic understanding of accounting standards - essential
- Computer literacy and familiarity with accounting software packages and in particular excel.- essential

### **4. Learned Discipline**

- Solid understanding of the public financial management legislation, procedures and practices where it relates to accounting and financial reporting,
- Basic knowledge of public service functions and practices.
- Excellent understanding of accounting and financial reporting
- Excellent understanding in reconciliation of financial data.
- Intermediate knowledge of computerised accounting systems
- Current public sector reforms and best practices in countries similar to Somalia

### **5. Competencies**

- Ability to communicate well both orally and in writing.
- Must be assertive and be able to easily identify, analyse and solve problems.
- Ability to plan and organize work, including special assignments in order to meet deadlines.
- Must be proactive and work unsupervised
- Must have excellent interpersonal skills.
- Must have knowledge of accounting standards techniques.
- Must be able to work well in a team environment

### **6. Required Experience**

The position requires at least 5 years' experience obtained by working in a financial public sector department or institution at an intermediate level.

### **7. Performance Criteria**

The Accounting Officer, Accounts and Financial Reporting is deemed to be performing his / her duties effectively when:

- Financial statements are prepared and submitted to audit within the legislative timeframe
- Ledger balances are reviewed and reconciled at least monthly and all balances substantiated
- Audit queries are resolved within the timeframe as specified by the audit office so as to not result in delaying the finalization of audit
- Financial data recorded in the FMIS is reconciled and up to date
- Work papers and supporting documents are maintained to meet the requirements of audit