

INTERIM SOUTH WEST ADMINISTRATION

MINISTRY OF FINANCE

JOB DESCRIPTION

Job Title: Data Clerk, Treasury Operations

Ministry: Ministry of Finance

Department: Treasury Department

Grade Level & Classification:

Reporting to: Treasurer

Salary:

Hours:

Location: Baidoa, Somalia

1. Purpose of the position

This position is an accounting support position within the Treasury Department of the Ministry of Finance, which has the responsibility for the effective administration of accounts payable and processing payments for the Ministries of the Interim South West Administration (“ISWA”). Responsibilities include processing of commitments and payments for the Ministries of ISWA in the financial management information system (“FMIS”).

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

2. Responsibilities & Duties

The Data Clerk, Treasury Operations will:

(i) Carry out the duties in relation to recording Commitments and the Accounts Payable function to ensure high standards are maintained at all times and are in accordance with the ISWA’s financial management procedures, this includes:

- Process Commitments in the FMIS
- Administer the payment of creditors using the FMIS
- Check the validity and expenditure classification of payment
- Check the daily expenditure system reports and report corrections

- Authorise cheque cancellations and monitor all cancellation
 - Arrange for distribution of payments to creditors
- (ii) Process and record working funds and acquittal.
- (iii) Handle and resolve the more complex queries, complaints and problems and ensure the provision of satisfactory client services.
- (iv) Register new creditors and maintain creditor registration list in the accurate sequence.
- (v) Provide customer service to the ISWA customers ensuring a quality level of service is maintained at all times
- (vi) Assist Audit Office personnel with audit queries and requests as and when required
- (vii) Produce the accounts payable statement of account and commitment reports, follow up and investigate any outstanding or unusual balances
- (viii) Arrange for the cancelation of invoices or cheques as instructed by the Treasurer
- (ix) 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

- A Certificate/Diploma/Degree in Accounting, Commerce/Business with an Accounting & Management body or working towards being a member of a recognised accounting with at least 5 years of relevant working experience - essential
- Proven experience in managing and operating computerised accounting systems and integrated computerised systems as well as knowledge of Microsoft Office Excel – essential)

4. Learned Discipline

Must possess an understanding of:

- Public financial management procedures and practices.
- Current public sector practices in countries similar to Somalia.

5. Competencies

- Excellent Customer service and communication skills (oral & writing).
- Ability to plan and organize work in order to meet deadlines.
- Must have excellent interpersonal skills.
 - Must possess the ability to work in a team environment.
 - Ability to work unsupervised

6. REQUIRED EXPERIENCE

The position requires at least 5 years' experience working in the areas of procurement or account payable with a computerised financial management information system

7. Performance Criteria

The Data Clerk Treasury Operations is deemed to be performing his / her duties effectively when:

- Commitments are recorded in a timely manner and payments to creditors are made in accordance with ISWA's laws, instructions, regulations and procedures
- Creditor balances are reviewed and reconciled at least monthly and all balances substantiated with no balances greater than xxx days
- Audit queries are resolved within the timeframe as specified by the audit office so as to not result in delaying the finalization of audit
- Accounts payable & commitment data recorded in the FMIS is reconciled and up to date
 - Accounts Payable listing is accurate
 - Queries from suppliers are responded to within 24 hours