

INTERIM SOUTH WEST ADMINISTRATION

MINISTRY OF FINANCE

JOB DESCRIPTION

Job Title: Treasury Officer, Cash Management

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 in the Treasury Department of the Ministry of Finance. It has responsibility for the effective administration of the cash management processes which includes assisting with reporting on the Government's cash position; ensuring safe custody of public moneys and other resources, update of the cash flow forecast, reconciliation of bank accounts and supporting ledger accounts in the Interim South West Administration's ("ISWA") financial management information system ("FMIS"), management and update of the bank accounts and bank register.

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

2. Responsibilities & Duties

The Treasury Officer, Cash Management will:

- (i) Carry out the duties in relation to cash management 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 their duties and in delivering services.

- Maintaining and ensuring compliance with standard operating policies and procedures with respect to cash management
- (ii) Manage the cash flows and banking arrangements of Government:
- Liaise with financial institutions in regard to banking arrangements.
 - Assist with the preparation of cash flow forecasts.
 - Reconcile general ledger suspense, control and bank accounts within the FMIS
 - Prepare bank reconciliations and supporting work papers
 - Ensure adequate work papers and supporting records are maintained to support the necessary adjustments to the general ledger.
 - Obtain confirmation of balances for audit or as and when requested
 - Maintain the bank register ensuring information is reviewed and up to date at all times to include up to date signatories/authorities for each banking arrangement
- (iii) Prepare up to date reports on the ISWA's cash position as and when requested and in accordance with the ISWA's standard operating procedures with respect to cash management
- (iv) Prepare supporting work papers and cash position information for inclusion in the ISWA's statutory financial statements.
- (v) 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 - desirable
- Computer literacy and familiarity with accounting software packages.- essential

4. Learned Discipline

- Basic understanding of the public financial management legislation, procedures and practices where it relates to cash management,
- Basic knowledge of public service functions and practices.
- Intermediate knowledge of cash management
- 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 experience managing cash resources and dealing with debt providers.
- Must have excellent interpersonal skills.
- Must have knowledge of cash management 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 Treasury Officer, Cash Management is deemed to be performing his / her duties effectively when:

- The bank reconciliations for all Governments bank accounts are carried out at least monthly and are up to date and accurate
- Work papers prepared support all reconciled balances and meet audit requirements
- The Governments cash position is reported on time
- The ISWA's cash position is correctly recorded within the FMIS and managed in accordance with the laws, regulations and instructions.
- Suspense and control accounts in the general ledger are reconciled (at least monthly) with balances substantiated