

**JOB ADVERTISEMENT
ART ADMIN AND FINANCE MANAGER**

Title: Admin and Finance Manager
Reporting to: Director
Duty Station: Hargeysa

Ref: RSOL/REC15.1 20/2/2015
Job type: Full time
Duration: One year

Organizational Background

Redsea Cultural Foundation (RCF) is an art organisation based in Somaliland that has the aim of promoting reading and creative writing in Somaliland with a particular focus on youth. For the last eight years, RCF has been organising an annual international book fair in Hargeysa, the capital of Somaliland. The HIBF has grown into the largest literary festival in East Africa, attracting up to 10,000 participants each year and writers from across Africa, as well as Europe and the USA. In 2014 RCF opened a permanent cultural centre in Hargeysa, extending the activities of the book fair throughout the year. RCF is recruiting a very motivated and talented candidate, and hereby announcing a new position for Art Administration and Finance Management.

Position details: responsibilities

1. Administration

- ✓ He/she is responsible for **supervising** the smooth running of all administrative matters of Redsea Cultural Foundation in collaboration with *Admin and Finance Officer*, in particularly to:
 - ✓ Prepare hotel booking and reservation
 - ✓ Assists the Artistic Director to organize workshops, trainings and festivals
 - ✓ Assists the Librarians in books acquisition and reading space maintenance
 - ✓ Coordinate meeting/forums and ensure minutes are prepared and circulated on time
 - ✓ Responsible for organizational assets, verify on regular basis and ensure its maintenance.
 - ✓ Prepare all Office correspondence
 - ✓ Ensure that organizational registration certificate is renewed on yearly basis
 - ✓ Ensure that the filing systems for all office documents are updated at all the times.

2. Human Resource Management

- ✓ File and update all Human Resource related documents.
- ✓ Prepare job descriptions for supporting staff (librarians, admin officer, security, watchman, driver and cleaner)

- ✓ Coordinate, monitor and guide the Admin and Finance Officer and subordinates staff
- ✓ Monitor reporting time of the job and monitor attendance sheet
- ✓ Prepare leave report on monthly basis
- ✓ Assist the Director in the recruitment process

3. Logistic Management

- ✓ He/she is responsible for **supervising** the smooth running of all logistical matters of Redsea Cultural Foundation with *Admin and Finance Officer*, in particularly to:
 - ✓ Ensure all procurements are managed smoothly and on time according to RCF procurement procedures
 - ✓ Responsible for effective and efficient transport management
 - ✓ Handle flight arrangements both locally and Internationally
 - ✓ Process visa for visitors and staff one week before their arrival
 - ✓ Manage overall logistical needs of Hargeysa International Book Fair and other major events.

4. Finance

- ✓ Prepares payments, purchase authorizations, governmental tax and other financial transactions to ensure compliance with staff rules, funder requirements, organizational financial rules and guidelines and national governmental rules and procedures.
- ✓ In close collaboration with Admin and Finance Officer, maintains updated Cash-book and verifies the proper archiving system of any supporting documentation for each transaction.
- ✓ Verifies and approves with the proper supporting documentation of all book keeping matters submitted by the Admin and Finance Officer.
- ✓ Makes sure data inserted in Quick Book system within the working date received and maintains updated the Financial System of the organization.
- ✓ Ensures daily Backup system with external Hard Disks of any Financial Data.
- ✓ Manages and constantly reviews banking arrangements to ensure timely transfer of funds and minimize exchange loses and bank charges
- ✓ Advises the Director on all budgetary and financial matters in particularly financial planning, fund line allocations and new proposals preparation.
- ✓ In close coordination with Director, coordinate replies to finance related audit comments.
- ✓ In close collaboration with Admin and Finance Officer, carries out a bank reconciliation every month and seeks the approval of the Director within the last date of each month.
- ✓ Verifies the budget constantly and prepares monthly forecasting statement with in the last 3 working days of the previous month.
- ✓ Prepares end of month accounts and seeks the approval of the Director within the 3rd day of the next month
- ✓ Prepares quarterly organization financial report
- ✓ Prepares yearly financial report

Position details: Education, Skills and Experience

- ✓ University Degree in Business Administration, Finance or equivalent.
- ✓ At least 3 years working experience with an International or similar Organization in relevant field.
- ✓ Excellent analytical, communication, negotiation skills and interpersonal skills
- ✓ Excellent in writing and speaking in Somali and English
- ✓ Good knowledge in Computer and the use MS Office knowledge are must. Use of Quick Book software is **very** important add on
- ✓ Ability to work under highly stressful conditions
- ✓ Appreciation of art and culture in general is an important add on
- ✓ Knowledge of EU funded projects in financial procedures is an important add on

Application Procedure

Interested candidates who met the above criteria should send updated applications letter (motivate your interest to get this position and submit both in **Somali and English**), CV and at least two professional references with contacts to **recruitment@redsea-online.org** or **shaqo@redsea-online.org** not later than 12:00AM of Saturday 21th March 2015 or hand deliver to **Hargeysa Cultural Centre, Maroodi Jeex Bridge, Sha'ab Area, Hargeysa**. If you do send it by email, and you do not receive a notification email, please call 063 3628220 or 07 9853666 for confirmation before the deadline. Please indicate "Admin and Finance" in the subject of the email.

Only short-listed candidates will be contacted. An identification ID will be needed for examinations.

REDSEA CULTURAL FOUNDATION IS AN EQUAL OPPORTUNITY EMPLOYER