

VACANCY ANNOUNCEMENT

Finance Officer

Qatar Red Crescent Society (QRCS) – Somalia Office

Duty Station: Mogadishu, Somalia

Department: Financial Affairs Department

Position Type: Full-time

Reports to: Office Director / Head of Mission, with a technical reporting line to the International Offices Accounts Unit at Headquarters

About Qatar Red Crescent Society (QRCS)

Qatar Red Crescent Society (QRCS) is a volunteer-based charitable organization established in March 1978. In 1981, it received international recognition from the International Committee of the Red Cross (ICRC) in Geneva and joined the International Federation of Red Cross and Red Crescent Societies (IFRC) in the same year.

QRCS officially began its operations in Somalia in 2011 and implements a range of humanitarian and development interventions, including livelihood support, emergency life-saving assistance, and development projects.

Through its work in Somalia, QRCS responds to humanitarian needs, supports vulnerable communities, and contributes to development through effective and accountable program implementation.

Position Summary

QRCS Somalia Office invites applications from qualified and experienced candidates for the position of Finance Officer.

The Finance Officer will manage the office's financial and accounting operations, ensure compliance with approved financial policies and procedures, monitor budgets and expenditure,



prepare accurate and timely financial reports, and support the effective management of financial resources in accordance with QRCS and donor requirements.

Key Duties and Responsibilities

The Finance Officer will be responsible for the following:

1. Financial and Accounting Management

- Oversee daily financial and accounting transactions and ensure accurate and timely recording in accordance with approved policies and the accrual basis of accounting.
- Maintain accurate accounting records and ensure consistency between the office accounting system and the Headquarters ERP system.
- Conduct regular bank, account, and project reconciliations.

2. Budgeting and Expenditure Monitoring

- Prepare estimated project budgets and contribute to the preparation of the annual office budget.
- Monitor actual expenditure against approved budgets, analyse variances, and verify funding availability before expenditure is incurred.
- Ensure that expenditure is properly allocated to projects and that unapproved or unrelated costs are not charged to project budgets.
- Coordinate with project managers on budget requirements and financial planning.

3. Financial Reporting

- Prepare monthly, quarterly, and annual financial reports, including project and donor financial reports.
- Ensure the accuracy and consistency of reports with accounting records and the trial balance.
- Submit financial reports and supporting documentation to Headquarters within established deadlines.



4. Cash Flow and Financial Commitments

- Prepare and monitor cash-flow forecasts and liquidity requirements.
- Track advances, accountable funds, receivables, payables, outstanding balances, and financial commitments.
- Follow up on unresolved balances and accounting discrepancies in coordination with Headquarters.

5. Project Financial Management

- Monitor the financial status of projects and ensure proper cost allocation.
- Prepare project reconciliations, final financial reports, and financial closure documents.
- Support project managers in monitoring expenditure and complying with donor financial requirements.

6. Audit and Internal Controls

- Coordinate internal and external audits and prepare the required financial statements, trial balances, and supporting documents.
- Follow up on audit findings and implementation of approved recommendations.
- Verify supporting documents for expenditure and ensure compliance with financial controls and the delegation of authority matrix.
- Maintain appropriate segregation of financial duties.

7. Payments and Cash Management

- Manage cash-fund operations and monitor the accuracy and integrity of cash transactions.
- Review payment requests, bank transfers, financial reconciliations, and budget reallocation requests within delegated authority.
- Follow up on monthly and annual account closing and maintain organized financial records and archives.



8. Compliance and Asset Management

- Monitor fixed assets in coordination with the relevant departments.
- Ensure compliance with QRCS financial policies, donor requirements, and applicable financial procedures.
- Maintain the confidentiality and security of financial information.

9. Coordination and Team Support

- Maintain regular coordination with the International Offices Accounts Unit at Headquarters.
- Work closely with the Office Director, project managers, HR, procurement, and logistics teams.
- Provide technical guidance and support to accountants and finance assistants and contribute to staff capacity building.
- Perform other relevant duties assigned by the immediate supervisor within the scope of the position.

Qualifications and Requirements

Academic Qualifications

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

Professional Certifications

- Professional qualifications such as CPA, CMA, ACCA, or CIA are an advantage.

Work Experience

- At least five years of practical experience in accounting and financial management.
- Previous experience in humanitarian or non-profit organizations is preferred.
- Experience in grant management, donor-funded projects, and project financial reporting is an advantage.



Technical Competencies

- Good knowledge of accounting standards, including International Financial Reporting Standards (IFRS).
- Proven ability to prepare financial statements, donor reports, bank reconciliations, budgets, and cash-flow forecasts.
- Practical experience with accounting software; knowledge of QuickBooks and ERP systems is preferred.
- Advanced proficiency in Microsoft Excel and proficiency in Microsoft Office applications.
- Knowledge of internal controls, audit requirements, and financial compliance procedures.

Language Requirements

- Full proficiency in written and spoken Arabic and English.
- Knowledge of the local language in Somalia is preferred.

Behavioural Competencies

The successful candidate should demonstrate:

- Integrity, accountability, confidentiality, and high ethical standards.
- Strong analytical, organizational, and problem-solving skills.
- Accuracy and attention to detail in financial records and reports.
- Ability to work independently, take responsibility, and meet deadlines.
- Effective communication, coordination, and teamwork skills.
- Ability to manage competing priorities and work with minimal supervision.

Working Conditions

- **Duty Station:** QRCS Somalia Office, Mogadishu.
- **Work Arrangement:** Office-based, with travel as required.
- **Working Hours:** In accordance with the approved working schedule of the Somalia Office.



Application Procedure

Interested and qualified candidates are invited to submit the following documents:

1. An updated **CV written in English**.
2. A cover letter outlining their qualifications, relevant experience, and suitability for the position.
3. Copies of relevant academic and professional certificates, where applicable.

Applications should be submitted by email using the details below:

Application Email: supply.somalia@qrccs.org.qa

Email Subject: Finance Officer – Somalia Office

Application Deadline: 5 November 2026 at 4:00 PM

Applicants must ensure that their CVs are written in English and that the correct job title is included in the subject line of their application email.

Only shortlisted candidates will be contacted for further assessment. QRCS reserves the right to verify applicants' qualifications, professional experience, and references as part of the recruitment process.

Professional Conduct

The successful candidate will be expected to adhere to the Qatar Red Crescent Society Code of Conduct, applicable organizational policies and procedures, and the principles of the International Red Cross and Red Crescent Movement.

Qatar Red Crescent Society (QRCS)

Somalia Office – Mogadishu

