MAG - CARIBBEAN Job Description	
Job Title:	Finance Officer
Line managed by:	Regional Programme Manager
Line manages:	N/A
Location:	Trinidad & Tobago

MAG's Vision: A safe and secure future for men, women and children affected by armed violence and conflict.

MAG's Mission: MAG saves lives and builds futures by working with others to reclaim land contaminated with the debris of conflict, to reduce the daily risk of death or injury for civilians, and to create safe and secure conditions for development.

Overview of role:

The Finance Officer is responsible for assisting the Regional Programme Manager and Regional Finance Manager with all financial matters related to the MAG Caribbean programme

Responsibilities:

Payroll

- Collect timesheets and input any salary changes such as sick leave, unpaid leave etc
- Ensure accuracy of the data entered into payroll records to ensure all national staff salaries are paid correctly.
- Conduct all data processing, including data entry, producing payslips, reports etc.
- Ensure that the programme complies with all statutory payments, requirements and deductions

Accounting

- Assist the Regional Finance Manager to ensure transparent accounting and cost allocation systems are developed and implemented in accordance with contract and UK requirements.
- Preparation and posting of monthly cash & bank statements, prepayments, payroll, journal cashbook into MAG accounting software PSF.
- Assist the Regional Programme Manager in ensuring that the programme is compliant with all statutory legislation, particularly with regard to company registration.
- Manage the short-term cash flow requirements of the programme, liaising with MAG UK to facilitate cash transfers. Monitor and report on the effects of exchange rate fluctuations between local and contract currencies
- Ensure a high level of financial control is in place across all activities (in all locations), including the development and maintenance of financial policies and procedures (tailored to the local context) to ensure compliance with Statutory, Client and MAG UK Finance requirements and policies
- Ensure that the programme delivers and accounts for all activities in accordance with Local taxation requirements (e.g. Income Tax, Social Security, VAT, Corporation Tax etc.).
- Review and process payment requests, ensuring accuracy and adherence to policy
- Ensure all regular payments are made
- Maintain cash balance in the office safe, including conducting daily cash count, reporting any discrepancies to the Regional Programme Manager immediately
- Update the cashbook on a daily basis with transactions and advances issued.
- Support the Regional Finance Manager to prepare monthly financial reports or others as required
- Ensure the accurate completion of monthly bank reconciliation statements and prepare balance sheet reconciliations for liabilities, payroll, Salary Draw Downs, field advances, debtors etc.
- Assist in the monitoring of budgets and project spends
- Ensure accurate and complete accounting and that relevant records are maintained
- Facilitate and provide support to all donor and internal audits in co-ordination with the Regional Programme Manager& UK.

Essential requirements:

- Tertiary education in accounting (with professional accreditation highly desirable)
- Significant professional experience working in a financial role, ideally for an NGO
- Effective financial management skills
- Knowledge of finance systems and procedures
- Experience processing payroll and management of cash flow

- Able to work with minimal supervision
- Knowledge of databases, MS Access, Excel, Word etc
- Ability to demonstrate initiative, be proactive and offer a solution-oriented approach
- Determined and committed to high quality standards
- Interest in and commitment to MAG's humanitarian mandate

Employee name:		**Employee signature:**		**Date:**	
Manager name:		**Manager signature:**		**Date:**	