

JOB DESCRIPTION – OCO SECRETARIAT

JOB TITLE:	Finance & Administration Assistant	AREA:	Operations Division
REPORTS TO:	Operations Manager	LAST REVIEWED:	01/02/23
EMPLOYMENT TERM:	2 Years	SALARY BAND:	\$FJD45,000.00

PURPOSE:

The Finance and Administration Assistant will provide finance, accounting and administration support to the EDF11 project in areas such as preparing regular financial reports in accordance with the donor and corporate requirements; assisting in budget and audit preparations; assist with events and logistics for all activities; and provide overall Administration and accounting support to the division.

KEY RELATIONSHIPS:

External	Internal
<ul style="list-style-type: none"> • Donors • Auditors • Project partners/grant recipients • OCO member-country staff • Consultants and professional advisors • Banks 	<ul style="list-style-type: none"> • Operations Manager • OCO finance staff at Suva • Operations staff • OCO FCSM

KEY ACCOUNTABILITIES:

KRA 1: Project Accounting Administration (10%)	
Responsibility	Expected Outcomes
<p>Donor Reporting</p> <ul style="list-style-type: none"> • Assists in compiling information for preparation of donor reports • Assists in compiling activity plan budgets; • Attends to project financial <p>Auditing</p> <ul style="list-style-type: none"> • Assists with project audits in line with donor requirements as per grant agreement; • Assists in reconciliation and compiling of financial reports (audit-ready accounts) for project audits; • Assists and liaises with auditors on queries; 	<ul style="list-style-type: none"> • Accurate and timely donor reports prepared and sent to donors as per donor requirements. • Donor acquittal reporting has all certified document copies with reconciliations. • Project reports are approved by donors/management. • All postings done accurately and in a timely Fashion • Audit Queries resolved in a timely manner. • Nil Management letter issues • Timeliness in terms of financial reports being prepared, audited and submitted to donor within the required timeframe.

<ul style="list-style-type: none"> • Any other accounting support as required 	
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KRA 2: Project Finance Support (25%)

Responsibility	Expected Outcomes
<p>Reconciliation</p> <ul style="list-style-type: none"> • Posts all project vouchers, receipts, invoices, etc. by required Job codes; • Follows up with acquittals from all project staff; • Supports in-country project staff with managing budgets; • Ensures all expenditures are charged to the correct budget lines as per the nature of activities budgeted; • Assist with OCO project bank reconciliations. <p>Cash Flow Management</p> <ul style="list-style-type: none"> • Ensures that project Job balances is sufficient for payments at all times. • Reconciles project payments to cash book reporting. <p>File Management</p> <ul style="list-style-type: none"> • Ensures all project related documents are filed properly. • Maintains fixed assist register for project based in country. 	<ul style="list-style-type: none"> • All payments are made using the correct project T codes and correct bank accounts. • Acquittals have proper documentation with summary of cost and compiled accurately. • All acquittals are checked and journals are done for reversals. • All reconciliations are done accurately and in a timely manner on required reporting templates. • Project has sufficient balance at all times. • All audit reports are easily retrievable • Filings are done in a timely manner • Asset Register is always up-to-date.

KRA 3: Logistics and Travel Support for meetings/workshops/events (25%)

Responsibility	Expected Outcomes
<p>Event Budgets and Logistics</p> <ul style="list-style-type: none"> • Assist in developing budgets for regional and national workshops; • Assist with communications such as Government Protocol letters and Administrative Notes as and when required • Ensures all events/travel follow OCO procedures for procurement and travel; • Receives quotes from venues that are suitable for programme purposes, paying attention to disability inclusive venues; • Adheres to the OCO Administration and Financial guidelines for events and event organisation; • Liaises with OCO staff regarding workshop materials and supplies that need to be shipped or purchased for the purpose of workshops / trainings. • Ensures event management and support to 	<ul style="list-style-type: none"> • Quotes for all activities such as workshops / training /events are suitable and received in a timely manner. • All workshops / training /events are planned in accordance with OCO Secretariat policies and processes. • Workshops/ training /events budgets are developed with few errors and are accepted by the OCO Finance Corporate Services Manager, Project Coordinator and Operations Manager • Workshops / training /events run smoothly as all logistics completed in a timely and successful manner. • Materials compiled and collated on time and received at workshop venue prior to event. • Workshop participants are informed of

<p>project staff at event location where appropriate Travel, Per Diem, Advances and Acquittals</p> <ul style="list-style-type: none"> • Ensures timely disbursement of per diems and support to workshop participants as per policy in an accountable and transparent manner, keeping security in mind at all times; • Ensures proper acquittal of all advances and per diem's post workshops. • Flights are booked well in advance; with options for travel provided with budget implications for advisors; • Ensures per diems/ DSAs are calculated correctly and deposited into bank accounts in time. • Completes travel acquittals with workshop participants and OCO staff, including collecting flight tickets/stubs as proof of travel. 	<p>events/ administrative arrangements in a timely and accurate manner – evidenced by few participant complaints</p> <ul style="list-style-type: none"> • Events are managed well, with set-up and all logistics handled prior to start evidenced by smooth events with no logistical complaints from staff or participants • Flights are booked in line with the proper requirements • Per Diem / DSA calculations are consistently correct and deposited into bank accounts or provided in cash. • Flights are booked and secured in a timely manner and provided to staff / participants in good time – evidenced by few complaints received. • Flight quotes provide cost effective options OCO staff and take into consideration their work programmes – evidenced by good staff feedback. • Reliable information is provided to staff; changes in flights / services are communicated well in advance
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KRA 4: Project Support (25%)

Responsibility	Expected Outcomes
<ul style="list-style-type: none"> • Verify and reconcile activity advance acquittals as per reporting templates. • Assist Finance staffs in compiling activity budgets. • Assist Finance staffs from in-country or distantly in terms of in-country activity logistics • Ensure timely processing of purchase order and payment requests for project activities • Assist with requests for cash advances and reconciling and posting all acquittals post events • Assist Finance as and when required 	<ul style="list-style-type: none"> • OCO are able to use the budgeting and reporting template correctly and report accordingly. • Projects' budget / finance issues resolved in a timely manner. • Cash advanced to countries in timely manner • Post acquittals on a timely manner • Staff are confident of support from Finance Administration Assistant

KRA 5: Programme Administration Support (15%)

Responsibility	Expected Outcomes
<ul style="list-style-type: none"> • Sets agendas, takes minutes and organizes files for OCO internal meetings; • Orders office supplies and equipment as needed; • Receives and dispatches office mail; • Ensures general project equipment maintenance and cleanliness; • Provides copying/printing and related support to project team 	<ul style="list-style-type: none"> • Administrative support is provided in accordance with OCO administrative policies and procedures evidenced by positive feedback from OCO administration staff. • Project-related staff administrative and logistics needs are met, as evidenced by a smooth running of the project administration tasks. • Liaison with project vendors, consultants,

<ul style="list-style-type: none"> • Provide secretarial support to Operations Manager as and when required • Any other administrative tasks as required 	<p>partners, etc. is courteous and professional evidenced by positive feedback.</p> <ul style="list-style-type: none"> • Support to project-related staff is professional, helpful and flexible as well as continuously reliable – evidenced by positive staff feedback. • All travel and other requests are completed on time
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KEY RESULTS AREA:

1. KRA 1: Project Accounting Administration (10%)
2. KRA 2: Project Finance Support (25%)
3. KRA 3: Logistics and Travel Support for meetings/workshops/events (25%)
4. KRA 4: Country Project Support (25%)
5. KRA 5: Program Administration Support (15%)

ROLE COMPLEXITY:

Developing a good understanding of MOU requirements for financial implications, reconciliation and reporting.

- Assist in facilitating several project audits simultaneously.
- Assist in consolidating reports and reconciling their acquittal.
- Ensuring that all activities are coordinated with office staff and country partners, with many different stakeholders involved
- Ensuring correct Data Entry for reporting
- Other ‘urgent’ duties delegated by Operations Team from time to time when the need arises, and which often take priority over core responsibilities

PERSON SPECIFICATION:

Mandatory	Desirable
Formal Qualifications	
<ul style="list-style-type: none">• A University Degree in public administration, project management or other field relevant to the coordination of the project accounting	Administrative, Office Management or Human Resources qualifications an advantage. <ul style="list-style-type: none">• Work experience with an international development agency• Audit training
Knowledge and Experience	
<ul style="list-style-type: none">• At least 5 years of relevant work experience in project accounting and financial reporting in a reputable organization.• Use of modern management and information systems and accounting software.• Operating experience with accounting software packages.• Analytical ability and advanced computer literacy, especially with Microsoft office applications.• Good working knowledge of project financial reporting.• Excellent communication and interpersonal skills and the ability to maintain effective working relationships with people from different cultural backgrounds.• Ability to work under pressure with a team-oriented approach to meet deadlines and achieve team goals.• Experience in travel and logistics.• Ability to effectively manage information and well organized.	Ability to work with minimum supervision and maintain composure under pressure. <ul style="list-style-type: none">• Experience in the use of Microsoft Navision.• Advance user for MS Excel.• Project management experience• Highly motivated, dependable and organized, with a strong work ethic, proactive attitude to problem solving and an inclination to work smart as part of a team.• Sound judgement• Creative and imaginative• Honesty and integrity• Demonstrates cultural and gender sensitivity

Key Skills/Attributes	Key Behaviors
<p>Expert level Accurate and effective processing of financial data according to international accounting standards</p> <p>Advanced level Effective communicator and team player Working Knowledge Knowledge of International and local banking procedures</p> <p>Awareness Ability to deal with confidential information in a professional manner</p>	<p>All employees are measured against the following Key Behaviors as part of Performance Development:</p> <ul style="list-style-type: none"> • Building Individual Capacity • Change and Innovation • Interpersonal Skills • Judgement • Leadership • Promotion of Equity and Equality • Teamwork • Supervision/Management (for managers only)

CHANGE TO JOB DESCRIPTION

From time to time it may be necessary to consider changes in the job description in response to the changing nature of the work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by OCO. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.

Approved:

Head of Secretariat

Date

Employee

Date