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**JOB DESCRIPTION – OCO SECRETARIAT**

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| **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:**

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| **External** | **Internal** |
| * Donors
* Auditors
* Project partners/grant recipients
* OCO member-country staff
* Consultants and professional advisors
* Banks
 | * Operations Manager
* OCO finance staff at Suva
* Operations staff
* OCO FCSM
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**Key Accountabilities:**

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| **KRA 1: Project Accounting Administration (10%)** |
| **Responsibility** | **Expected Outcomes** |
| **Donor Reporting**• Assists in compiling information forpreparation of donor reports• Assists in compiling activity plan budgets;• Attends to project financial **Auditing**• Assists with project audits in line with donorrequirements as per grant agreement;• Assists in reconciliation and compiling offinancial reports (audit-ready accounts) forproject audits;• Assists and liaises with auditors on queries;• Any other accounting support as required | * 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.

• Timeliness in terms of financial reports beingprepared, audited and submitted to donorwithin the required timeframe. |
| **KRA 2: Project Finance Support (25%)** |
| **Responsibility** | **Expected Outcomes** |
| **Reconciliation**• Posts all project vouchers, receipts, invoices,etc. by required Job codes;• Follows up with acquittals from all projectstaff;• Supports in-country project staff withmanaging budgets;• Ensures all expenditures are charged to thecorrect budget lines as per the nature ofactivities budgeted;• Assist with OCO project bank reconciliations.**Cash Flow Management**• Ensures that project Job balances is sufficientfor payments at all times.• Reconciles project payments to cash bookreporting.**File Management**• Ensures all project related documents are filedproperly.• Maintains fixed assist register for projectbased in country. | * All payments are made using the correct project 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** |
| **Event Budgets and Logistics**• Assist in developing budgets for regional andnational workshops;• Assist with communications such asGovernment Protocol letters andAdministrative Notes as and when required• Ensures all events/travel follow OCO procedures for procurement and travel;• Receives quotes from venues that are suitablefor programme purposes, paying attention todisability inclusive venues;• Adheres to the OCO Administration and Financialguidelines for events and event organisation;• Liaises with OCO staff regarding workshopmaterials and supplies that need to beshipped or purchased for the purpose ofworkshops / trainings.• Ensures event management and support toproject staff at event location whereappropriate Travel, Per Diem, Advances and Acquittals• Ensures timely disbursal of per diems andsupport to workshop participants as per policyin an accountable and transparent manner,keeping security in mind at all times;• Ensures proper acquittal of all advances andper diem’s post workshops.• Flights are booked well in advance; withoptions for travel provided with budgetimplications for advisors;• Ensures per diems/ DSAs are calculatedcorrectly and deposited into bank accounts intime.• Completes travel acquittals with workshopparticipants and OCO staff, includingcollecting flight tickets/stubs as proof oftravel. | * Quotes for all activities such as workshops / training /events are suitable and received in a timely manner.

• All workshops / training /events areplanned in accordance with OCO Secretariatpolicies and processes.• Workshops/ training /events budgets aredeveloped with few errors and areaccepted by the OCO Finance Corporate Services Manager, Project Coordinator and Operations Manager• Workshops / training /events run smoothlyas all logistics completed in a timely andsuccessful manner.• Materials compiled and collated on timeand received at workshop venue prior toevent.• Workshop participants are informed ofevents/ administrative arrangements in atimely and accurate manner – evidenced byfew participant complaints* 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 properrequirements• Per Diem / DSA calculations areconsistently correct and deposited intobank accounts or provided in cash.• Flights are booked and secured in a timelymanner and provided to staff / participantsin good time – evidenced by fewcomplaints received.• Flight quotes provide cost effective optionsOCO staff and take into consideration their workprogrammes – evidenced by good stafffeedback.• Reliable information is provided to staff;changes in flights / services arecommunicated well in advance |
| **KRA 4: Project Support (25%)** |
| **Responsibility** | **Expected Outcomes** |
| * 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 interms of in-country activity logistics• Ensure timely processing of purchase orderand payment requests for project activities• Assist with requests for cash advancesand reconciling and posting all acquittals postevents• Assist Finance as and when required | * OCO are able to use the budgeting and

reporting template correctly and reportaccordingly.• 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** |
| * Sets agendas, takes minutes and organizes

files for OCO internal meetings;• Orders office supplies and equipment asneeded;• Receives and dispatches office mail;• Ensures general project equipmentmaintenance and cleanliness;• Provides copying/printing and related supportto project team• Provide secretarial support to Operations Manager as and when required• Any other administrative tasks as required | • Administrative support is provided inaccordance with OCO administrative policiesand procedures evidenced by positivefeedback from OCO administration staff.• Project-related staff administrative andLogistics needs are met, as evidenced by asmooth running of the project administrationtasks.• Liaison with project vendors, consultants,partners, etc. is courteous and professionalevidenced by positive feedback.• Support to project-related staff is professional,helpful and flexible as well as continuouslyreliable – evidenced by positive staff feedback.• All travel and other requests arecompleted on time |

**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: 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:**

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| **Mandatory** | **Desirable** |
| **Formal Qualifications** |
| * A University Degree in public administration, project management or other field relevant to the coordination of the project accounting
 | Administrative, Office Management orHuman Resources qualifications anadvantage.• Work experience with an internationaldevelopment agency• Audit training |
| **Knowledge and Experience**  |
| • At least 5 years of relevant work experiencein project accounting and financial reportingin a reputable organization.• Use of modern management andinformation systems and accountingsoftware.• Operating experience with accountingsoftware packages.• Analytical ability and advanced computerliteracy, especially with Microsoft officeapplications.• Good working knowledge of project financialreporting.• Excellent communication and interpersonalskills and the ability to maintain effectiveworking relationships with people fromdifferent cultural backgrounds.• Ability to work under pressure with a team-oriented approach to meet deadlines andachieve team goals.• Experience in travel and logistics.• Ability to effectively manage informationand well organized. | Ability to work with minimum supervisionand maintain composure under pressure.• Experience in the use of MicrosoftNavision.• Advance user for MS Excel.• Project management experience• Highly motivated, dependable andorganized, with a strong work ethic,proactive attitude to problem solving andan inclination to work smart as part of ateam.• Sound judgement• Creative and imaginative• Honesty and integrity• Demonstrates cultural and gender sensitivity |

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| **Key Skills/Attributes Key Behaviors** |
| **Expert level** Accurate and effective processing of financial data according to international accounting standards**Advanced level** Effective communicator and team playerWorking KnowledgeKnowledge of International and local banking procedures**Awareness**Ability to deal with confidential information in a professional manner | All employees are measured against the following Key Behaviors as part of PerformanceDevelopment:• 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