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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 |

**Key Accountabilities:**

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| **KRA 1: Project Accounting Administration (10%)** | |
| **Responsibility** | **Expected Outcomes** |
| **Donor Reporting**  • Assists in compiling information for  preparation of donor reports  • Assists in compiling activity plan budgets;  • Attends to project financial  **Auditing**  • 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;  • 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 being  prepared, audited and submitted to donor  within 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 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.  **Cash Flow Management**  • Ensures that project Job balances is sufficient  for payments at all times.  • Reconciles project payments to cash book  reporting.  **File Management**  • Ensures all project related documents are filed  properly.  • Maintains fixed assist register for project  based 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 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  project staff at event location where  appropriate Travel, Per Diem, Advances and Acquittals  • Ensures timely disbursal 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. | * 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  events/ administrative arrangements in a  timely and accurate manner – evidenced by  few 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 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 |
| **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 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 | * 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** |
| * 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  • Provide secretarial support to Operations Manager as and when required  • Any other administrative tasks as required | • 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,  partners, etc. is courteous and professional  evidenced by positive feedback.  • 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 |

**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 or  Human Resources qualifications an  advantage.  • Work experience with an international  development agency  • Audit training |
| **Knowledge and Experience** | |
| • 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.  • 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 |

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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 player  Working Knowledge  Knowledge 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 Performance  Development:  • 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