

Job description: Horn of Africa Finance and Administration Officer

1. General

Job Title: Horn of Africa Finance and Administration Officer
Location: London
Fixed term contract: Expires 22 December 2017
Reporting to: Horn of Africa Director

2. Job overview

Job purpose

To support the Horn of Africa programme in the implementation of its work, covering Kenya and Ethiopia, including financial and administrative support, working in conjunction and collaboration with the team's consultants to achieve these aims. This contract runs to 22 December 2017.

Scope and accountability

The Finance and Administration officer will join the Horn of Africa team, which consists of the Horn of Africa Director and two consultants who are not based in London.

4. Specific responsibilities and tasks

a) Financial administration of the Horn of Africa Programme

- In conjunction with the London-based Finance team and Horn of Africa Programme Director as well as locally based staff (Project Manager and part-time Finance Officer) maintain the project budget and reporting, track expenditure adjust spending and cash flow forecasts. This includes processing partner and project financial reports ensuring they are submitted in an accurate and timely manner with the correct and necessary documentation.
- Prepare and process programme staff's financial trip reports, transfer requests, travel advance requests and other programme expenditure documents, ensuring appropriate backup and coding in accordance with internal accounting procedures and in liaison with the Finance team.
- Coordinate and process invoices and expense claims from project staff, consultants and service providers, following Conciliation Resources' financial management procedures.
- Ensure the Project's expenditures and financial management is compliant with Conciliation Resources and donors' contractual requirements; and support the team's understanding of compliance and donors requirements.
- Ensure all transactions are properly coded and recorded, file all paperwork in appropriate files whether electronic and/or hard copy.
- When required, assist partner organisations to compile budgets and financial reports based on templates and submit these for approval by the Programme Director, liaising with the Finance team and partner organisations to resolve issues.
- Support the preparation of accounts for internal and external audit processes.

b) Programme and fundraising support

- When required support the Horn of Africa Programme's fundraising work, including producing draft project proposal budgets.
- Liaise with the HoA Programme Director on project plans and developments; produce and regularly update project management documentation, including work-plans, budgets, transfer

schedules/breakdowns, financial and narrative reporting forms, consultant contracts and associated Terms of Reference.

- Develop and maintain a programme-wide calendar of reporting deadlines; log, file and acknowledge receipt of partner financial and narrative reports and follow up with partners (by Skype, phone and email, but also in person, if required) with requests for additional information.
- Collate data for monitoring and evaluation (M&E) and donor reporting purposes, ensuring that relevant databases and logs are kept up to date.
- Produce draft narrative reports for the Kenya project, drawing on partner reports, trip reports, programme analysis and M&E databases.

c) Logistical support and event management

- Where required, lead on logistical arrangements for specific events, and negotiate with service providers for accommodation, facilities, food and equipment needs, ensuring that Conciliation Resources' policy on the Procurement of Goods and Services is followed.
- In liaison with the HOA Programme Director, conclude contracts with consultants and other service providers.
- Support travel, visas, accommodation and per diems for event participants, staff and consultants
- Prepare, as needed, event material, participant packages and equipment.
- When required, participate in events organised by the programme, oversee logistical arrangements and/or take minutes that should be appropriately shared.

d) Information management and communications

- In liaison with Horn of Africa Programme Director and others in Conciliation Resources, especially the Communications team, upload onto the website and / or intranet news and outputs produced by the programme and/or its partner organisations.
- Support the production of initial drafts of selected communications materials that can be used internally and externally.
- In conjunction with the programme team members, input and update contacts on the shared database and produce contact lists for specific events.
- Compile and keep up to date, an inventory of project publications and audio-visual materials; maintain distribution lists; coordinate mailings; replenish display shelves; flag any reprint needs.

e) Other

- Participate in line management, annual appraisals and project monitoring and evaluation
- Participate in team and organisation-wide meetings and annual planning processes.
- Perform other duties and tasks, consistent with the skills and expertise of the post-holder.

5. Person specification

Knowledge

- Academic/professional qualifications or qualification by experience, preferably in relevant subject areas such as Finance, Administration or International Development
- Knowledge of financial processes.
- Excellent written and spoken English.
- Demonstrable knowledge and use of administrative, financial and information management systems.
- Knowledge of standard Microsoft Office packages (advanced Word and Excel essential), databases, email and internet, preferably in a Macintosh environment.

Experience

- Experience of undertaking a range of financial administrative duties including data input and retrieval.
- Experience of working with, supporting and accompanying local community-based organisations with limited organisational (financial and management) capacities.
- Experience of working in a team support position with colleagues who travel frequently.
- Experience of working at a distance supporting the successful joint delivery of a project with partnership with government (national and local) and community-based organisations.
- Experience of handling diverse sources of information, and maintaining accessible filing systems that can be easily used by others.
- Experience of working on German and EU funded contracts, including understanding reporting requirements in a multi-donor funded environment - desirable.
- Logistical support and event management experience - desirable
- Experience of project support, particularly financial support, in an international context - desirable.
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Skills and attributes

- Strong organisational skills including planning, developing, implementing and maintaining administrative systems.
- Excellent verbal and written communication skills
- Excellent numeracy skills and the ability to work with accuracy and attention to detail.
- Ability to meet deadlines, prioritise and re-prioritise tasks and work accurately under pressure.
- Able to work on one's own initiative and manage competing demands.
- Strong commitment to, and experience of, team and cross- organisational working.
- Appreciation of issues of confidentiality, cultural and political sensitivity.
- Initiative, enthusiasm and a problem solving approach to new challenges.
- Willingness to be self-servicing, with proven ability to work as part of a team as well as independently.
- Ability and willingness to work flexible hours across different time zones and around team members travel arrangements.

May 2017