

## Job description: Caucasus Programme Assistant

### General

<b>Job Title:</b>	Caucasus Programme Assistant
<b>Location:</b>	London, with occasional travel
<b>Reporting to:</b>	Caucasus Senior Programme Coordinator
<b>Fixed term contract:</b>	Initial 12-month contract
<b>Full-time:</b>	37.5 hours
<b>Salary:</b>	£28,910.69

### Programme overview

Conciliation Resources has a longstanding involvement in the Caucasus, working together with a range of local partners for two decades to improve prospects for the peaceful and just transformation of the Georgian-Abkhaz and Nagorny Karabakh conflicts.

We aim to make the peace processes more effective and to address key conflict drivers in both contexts by

- providing analysis, creative ideas and institutional memory to key people
- facilitating cross-conflict contact (including among political actors and influentials)
- promoting understanding of the recent violent past and options for building a peaceful future

The programme consists of a range of initiatives funded by a number of different donors.

### Job purpose

To provide financial, administrative and logistical support necessary for the implementation of the Caucasus programme.

### Scope and accountability

The post is a support position within the Caucasus team with a focus on finance management, administration, event and information management. The post holder reports to the Programme Senior Coordinator, and will be required to work closely with all Caucasus programme staff, across both contexts, liaising on a regular basis with a range of local partners in the South Caucasus region and Conciliation Resources' Finance team.

### Key tasks and responsibilities

#### a. Financial administration

- Support the team in partner and project financial reporting, ensuring reports are submitted in an accurate and timely manner with the correct and necessary documentation.
- Assist partners to write financial reports and lead on processing these, liaising directly with partners when needed.
- Lead on ensuring partner due diligence, including drafting forms, overseeing partner organisation

induction into Conciliation Resources' procedures, supporting Programme Managers to establish the necessary financial and management systems and conduct any necessary trainings (and/or facilitating Conciliation Resources' Finance staff to do so).

- Process invoices received by the team (including from consultants and service providers), and lead on processing consultants' expense claims, and lead on updating and accurately coding project expenditure in the programme invoice log.
- Lead on arranging partner transfers as requested by the Programme Managers, following Conciliation Resources' financial management procedures.
- Process financial reports from complex trips and events, submit requests for trip cash advances on behalf of the team, and assist staff and/or partners with preparing project budgets and other programme financial management tasks as required.
- Support the preparation of accounts for internal and external audit processes.

#### **b. Logistical support and event management**

- Lead on logistical arrangements for specific events / trips / meetings (in the Caucasus or elsewhere), and negotiate with service providers for accommodation, transport, facilities, refreshment and equipment needs, in accordance with Conciliation Resources' policy on the Procurement of Goods and Services.
- Arrange travel, visas, accommodation and per diems for event participants, staff and consultants.
- When required, participate in events / meetings/ trips organised by the Caucasus team, overseeing logistical arrangements, supporting project management and/or taking minutes.

#### **c. Support to information management and communications**

- In conjunction with others in the team, collate data for monitoring and evaluation (M&E) and donor reporting purposes, entering data into Conciliation Resources' Monitoring and Reporting System (MaRS) as required.
- Produce and/or update project and grant management documentation, including partner MOUs, budgets, workplans, transfer schedules/breakdowns, financial and narrative reporting forms/results and activity monitoring logs, liaising with partners where required. Produce and/or update consultant contracts and Terms of Reference.
- File grant and project management paperwork in appropriate files whether electronic and/or hard copy.
- Input and update contacts on the shared database and produce contact lists for specific events.
- Compile and keep up to date an inventory of Caucasus programme publications; replenish display shelves; flag any reprint needs; liaise with consultants and others in Caucasus and Communications teams to facilitate translation, design and publication.

#### **d. Other**

- Participate in line management and annual appraisals and keep the BreatheHR Information System up to date.
- Participate in team and organisation-wide meetings, trainings and annual planning processes.
- Perform other duties and tasks, consistent with the skills and expertise of the post holder.

## **Person Specification**

### **Knowledge**

- Educated to minimum A-level (or local equivalent, or equivalent by experience).
- Knowledge of and interest in the post-Soviet space, preferably South Caucasus.
- Excellent written and spoken English and sufficient working knowledge of Russian to read and communicate with partners.
- 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 working with spreadsheets and processing invoices and payments.
- Experience of delivering logistical and administrative support.
- Experience of event management (highly desirable).
- Experience of handling diverse sources of information and maintaining accessible filing systems.
- Experience of working with partner organisations in a non-profit and/or multi-cultural environment (desirable)

### **Skills/attributes**

- Strong organisational skills including planning, developing and maintaining administrative systems.
- Excellent verbal and written communication skills.
- Good numeracy skills and the ability to work with accuracy and attention to detail.
- Ability to meet deadlines and work accurately under pressure, to manage competing demands proactively, and prioritise and re-prioritise tasks as necessary.
- Appreciation of issues of confidentiality and cross-cultural and political sensitivity, particularly in situations of unresolved conflict.

- 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.
- Strong commitment to working in a team with colleagues who travel frequently and in partnership with local actors in the South Caucasus.
- Ability and willingness to occasionally work flexible hours around specific events and deadlines.

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