

## Global Alliance for Improved Nutrition

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| <b>Job title:</b> | Finance and Administration Assistant |
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| <b>Classification:</b> | Grade 2        | <b>Direct reports:</b>  | 0   |
| <b>Work location</b>   | Cotonou, Benin | <b>Travel required:</b> | 20% |

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the UN in 2002 to tackle the human suffering caused by malnutrition. Working with both governments and businesses, we aim to transform food systems so that they deliver more nutritious food for all people. We aim to make healthier food choices more desirable, more available, and more affordable. GAIN's mission is to advance nutrition outcomes by improving consumption of nutritious and safe food for all people, especially the most vulnerable to malnutrition.

| DESCRIPTION  |
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| <p><b>Overall purpose</b></p> <p>The Finance and Administration Assistant will have the primary responsibility of supporting the successful operations management of GAIN BENIN office in accordance with the Global policies and BENIN laws. The Financial and Administrative Assistant will be responsible for providing financial and administrative support to the operations team, including supporting with the Project Manager's dashboard. In addition, the post holder will support the operations team, to develop and strengthen strategies relating to financial and other operations management across the Country Office.</p> <p>Reporting to the Finance and Administration Manager, the responsibilities of the Finance and Administration Assistant will include overall responsibility for all aspects of bookkeeping and accounts, procurement support assets tracking and control, effective financial reporting processing in a timely, accurate, relevant, and informative manner and general administration or operations duties. Given the context of responsibilities, it is vital to have a good knowledge of the milieu of international organizations operating on the Grant model of international financing.</p>   |
| <p><b>Tasks and responsibilities</b></p> <p><b><u>Supporting Financial Administration:</u></b></p> <ul style="list-style-type: none"> <li>• Responsible for handling all payment processing and cash handling to include documenting resources and transactions; facilitating and post payments; generating payments runs; handling the petty cash fund and replenishment process and maintaining filing; verifying necessary documents; preparing payment requests and presenting for appropriate approvals; ensuring existence/renewal of contracts before effecting payments; preparing payment vouchers.</li> <li>• Staff Advances: supporting the processing of all employee/consultant claims for travel-related and other expenses; ensuring documentation accuracy and that requests all are in line with policies and procedures; tracking and ensuring that staff advances are liquidated within the approved tenure; ensuring that staff advances are recovered in the currency they are issued; advancing offsets all of the expenses employees submits on the expense report; monitoring ageing and due dates of payables and arranging to account and pay in a timely manner.</li> <li>• Supporting the Finance and Administration Manager with preparation of accurate donor financial reports and auditing.</li> </ul> |

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- Keeping accurate records for all daily transactions; supporting the operations team in providing statutory reports to local authorities, corporate entities, bilateral and multilateral donors; support internal and external audits and related processes in the country office.
- Banking: creating uploads on the internet banking, compiling all requests for cash disbursements, and ensuring all disbursements have appropriate supporting documents; maintaining cheques books; filing all bank statements, track bank deposits and payments etc.
- Filing and documentation: supporting with processing and filing all financial documents accurately so they are easily retrievable with all supporting documentation.
- Internal Controls: supporting to establish and maintain internal control procedures and ensuring that accounting standards are met; ensuring that all the transactions are completely approved by all approval levels; ensuring that internal risks are mitigated; verifying and properly analyzing supporting documents of all payments; ensuring timely payment requests are sent to the Finance and administrative Manager for review and to the Country Director for approval.

### **Administrative Duties:**

- Establishing and maintaining a range of basic databases and recording systems including procurement and fleet management.
- Supporting with travel logistics for all business travels in GAIN especially the Country Director.
- Ensuring consistent and constant updating of the Assets register to track location and workability.
- Recording minutes when required, managing office supplies stock and placing orders.
- Arranging travel and accommodation and scheduling in-house and external events.
- Initiating and follow-up of office supplies inventory and timely recording of Fixed Assets.
- Supporting with Purchase Orders and processing the related payments for procurement of goods and services.
- Liaising with the relevant service providers to obtain bills for water, electricity and telephone bills, and internet from the authorities and reviewing completeness of the request form and process the payment for settlement.
- Supporting the Country Director, Finance and Administration Manager and Project Manager to organize their logistics.

### **Support Project Management**

- Support standard project management in accordance with the GAIN guidelines.
- Responsible for collecting, collating, managing and analysis of the data.
- Ensure the preparation of the various documents required for operational implementation.
- Planning of team needs, orientation and quality control of supporting documents at project level.
- Review data collection and reporting forms
- Support organizing workshops with government and other stakeholders.
- Support to the project implementation process in terms of organizing meetings with partners, writing meeting notes, and circulating to the relevant stakeholders.

### **Other:**

- Any other ad-hoc duties as assigned by the Line Manager.

### **Key organisational relationships**

- Reports to the Finance and Administration Manager.
- Works with staff in the BENIN office on all operational related activities.
- External suppliers and stakeholder organizations in BENIN.

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- Liaises as required with GAIN's global Finance and Administration team.
- Liaises with local partners, clients and stakeholders to ensure optimal customer satisfaction.

### JOB REQUIREMENTS

#### Competencies

- Good working computer knowledge with proficiency in basic office software especially MS Office, Excel and PowerPoint.
- Good financial management skills and experience; demonstrated proficiency in finance skills related to the position.
- Proactive with a commitment to quality and accuracy with close attention to detail.
- Proficient in the use of accounting software such as Navision, SAP or related software.
- Demonstrates initiative, commitment and ability to work under pressure.
- Ability to work collaboratively with all staff.
- Good organizational and IT skills.
- Excellent verbal and written communication skills.
- Honest, collaborative and ethical approach to work culture.
- Excellent analytical and problem-solving skills.
- Pleasant disposition with a good-natured, cooperative attitude.
- Reliable, responsible, dependable and fulfilling obligations.
- Good attention to detail in completing assigned tasks.
- Have high levels of professionalism, initiative, energy, creativity and flexibility.
- Flexible, adaptable and available to take on other tasks or duties as requested by the supervisor

#### Experience

- Proven related experience in Finance and Admin functions within a finance and office support role.
- Demonstrable experience and knowledge in financial transactions and administration – bookkeeping, processing staff payments and payments runs, reporting, compliance and auditing.
- Proven related experience in work of the budget of the country office and assists in preparing donor reports.
- Experience in using Navision accounting software would be an advantage.
- Experience in managing cash.
- Experience working with an International NGO would be an added advantage.
- Experience in an administrative /finance office management role, preferably in an international NGO

#### Education

- Bachelor's Degree at least or its equivalent in accounting or a related discipline
- Professional certification is desirable.

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### Other requirements

- Experience working in BENIN
- Comfortable to travel up to 20% of the time

### WHAT GAIN OFFERS

- Flexible working hours
- Friendly working environment
- Professional development opportunities