

Global Alliance for Improved Nutrition

Job title:	Senior Finance and Administration Assistant
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Classification:	Grade 2	Direct reports:	0
Work location	Bahir Dar, Ethiopia	Travel required:	40%

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the United Nations in 2002 to tackle the human suffering caused by malnutrition. Due to COVID19, conflict in Ukraine and climate change, malnutrition and hunger have worsened significantly since 2019, reversing a decade of progress. There is growing recognition that our food systems need to change if we are to reverse these trends.

GAIN's Strategy aims to transform food systems to make healthier diets from sustainable food systems accessible to all people and especially those whose are most vulnerable to shocks. By 2027, we aim to improve the access of 1.5 billion people to nutritionally enhanced staple foods, improve the access of 25 million people to healthier diets, and support positive food system change in 10 countries. This is bold and complex, and the only way to achieve this is to work together with partners including governments, businesses, and civil society at the country and global level. These goals, and the ways of achieving them, build on our twenty-year legacy of transforming people's lives with improved nutrition through concerted action and effective policy change.

DESCRIPTION
<p>Overall purpose</p> <p>The Senior Finance and Administration Assistant will be expected to support the successful delivery of the projects at the regional level and assist the Project Manager and regional project team in all aspects of project implementation activities. The assistant will provide overall day-to-day necessary financial, operational, logistic and administrative support for the regional project office.</p> <p>This position will be based at Bahir Dar regional office however, regular travel to project sites and Country Head Office (Addis) may be required.</p>
<p>Tasks and responsibilities</p> <p><u>Finance Support</u></p> <ul style="list-style-type: none"> • Managing Petty Cash fund and making payments after receiving the required approval • Ensure timely and monthly replenishment of petty cash. • Preparing Petty Cash Report and Replenishment Request • Facilitate workshops, trainings and meetings and effect payment to participants. • Ensure timely settlement of payables and advances. • Ensuring smooth operation of daily financial activities at the regional level in collaboration with the country office finance team. • Ensure that receipts, financial documentation, and vouchers are filed properly and timely in chronological order. • Provide general administrative and clerical support including mailing, scanning and photocopying for the regional team and assist in resolving any administrative problems and enquiries. • Assist in handling orders such as office supplies and/or materials for office use and training. • Manage outgoing and incoming correspondences.

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- Any other duties as reasonably requested by supervisors and in line with organizational priorities.
- Prepare and modify documents including correspondence, reports, drafts memos and emails.
- Maintaining monthly updated scanned financial documents to the online storage space
- Maintain and keep proper filing systems and compiling reports in an accurate and timely manner.
- Maintain updated & complete list of inventories of project office properties.

Administrative and Logistics Support

- Assist regional project team in travel arrangements, hotel reservations, and in-country logistic arrangements.
- Receives and handles clients/visitors, provides appropriate information to enquiries and arranges appointments.
- Coordinates and schedules meetings, and appointments inside and outside of the regional office. Send invitation letters to participants and confirm availability.
- Maintain and update contact lists for partners and stakeholders, as well as a list of pre-qualified service providers at regional level.
- Schedule and coordinate meetings and appointments for project team.
- Assists the regional office in the procurement of goods and services, by executing tasks related to the PR and PO system.
- Assist project teams to prepare and format standard contracts and related documents (amendments and extensions), in strict compliance with the standard contracting process and templates.
- Gather and submit the necessary procurement documentation for evaluation and provide to the appropriate procurement bid committee.
- Arrange all necessary logistics related to project activities, such as kick-off meetings, workshops, field visits and launch events.
- Carry out other administrative and financial tasks as requested

Key organisational relationships

- Reports to Regional Project Manager, CASCADE Ethiopia physically and to Finance and Admin Manger technically.
- Works closely with the project team and wider country team.
- Liaises regularly with staff in the county office operations team.
- External suppliers and stakeholder organizations.

JOB REQUIREMENTS

Competencies

- Good working computer knowledge with proficiency in basic office software specially MS Office Excel, Word, PowerPoint, outlook and etc.
- Knowledge of project management principles, practices, techniques and procedures.
- Knowledge of local government rules, regulations and procedures pertinent to project management.
- Ability to communicate effectively both orally and in writing.
- Willing to take initiatives and ability to work under pressure.
- Ability to work cooperatively with staff.
- Good organizational skills
- Ability to travel on frequently.
- Able to work with minimum supervision.
- Be honest, ethical, and committed.

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- Be pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Be reliable, responsible, and dependable and fulfilling obligations.
- Give attention to details in completing assigned tasks.

Experience

- Experience of working in nonprofit or international development organisations or working on development projects.
- Solid documented work experience in an administrative role related to finance, office management or other mid-level support role.
- Experience working in a corporate working environment.
- Experience in using professional spreadsheet and different accounting software is an advantageous

Education

- Bachelor's degree in Accounting and Finance, Business Administration or other related field or an acceptable combination of education and experience.

Other requirements

- Excellent command of written and spoken English and local language(s)

WHAT GAIN OFFERS

- A competitive remuneration package
- Flexible working hours through hybrid working opportunities
- Friendly working environment
- Professional development opportunities
- The chance to make a lasting contribution to reducing global malnutrition