

Global Alliance for Improved Nutrition

Job title:	Finance and Administration Manager
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Classification:	Grade 5	Direct reports:	1 - 5
Work location	Cotonou, Benin	Travel required:	15%

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. Working with governments, businesses and civil society, we aim to transform food systems so that they deliver healthier diets for all people, especially the most vulnerable.

Headquartered in Geneva, Switzerland, GAIN has offices in countries with high levels of malnutrition: Bangladesh, Benin, Ethiopia, India, Indonesia, Kenya, Mozambique, Nigeria, Pakistan, Rwanda, Tanzania and Uganda. To support work in those countries, we have representative offices in the Netherlands, the United Kingdom, and the United States.

At GAIN, we believe that everyone in the world should have access to nutritious, safe, and affordable food. Today, one in three people - drawn from nearly every country on the planet - are unable to consume enough nutritious food. We work to develop and deliver solutions to this daily challenge.

DESCRIPTION
<p>Overall purpose</p> <p>The Finance and Administration Manager is a key position in the Benin country office. This position is expected to provide essential administrative, governance, financial, HR, IT and internal control services to the program operations whilst ensuring compliance with GAIN policies, systems and procedures. The Finance and Administration Manager is expected to be both responsive and proactive to operational requirements with an ability to plan the work of program support.</p> <p>The position holder ensures compliance with external requirements, such as local laws and regulations and donor, partner, service provider and vendor contractual obligations. They are responsible for safeguarding GAIN's interest in these transactions and interactions, providing effective first level stewardship of GAIN's assets, resources, staff and premises. They provide support to the Country Director, staff and consultants in maintaining good relationships with external stakeholders.</p>
<p>Tasks and responsibilities</p> <p><u>Finance, Budget and Grants Management</u></p> <ul style="list-style-type: none"> Supervise the Finance section and ensure financial transactions are recorded in line with GAIN norms and standards in timely fashion. Maintain financial records including ledger, journal, petty cash and cash books and bank details. Manage receivables and payables in line with GAIN guidelines. Prepare cash flow and fund flow statements for review. Oversee monthly closing, ensuring all transactions for the month are recorded accurately and deadlines set by the International Finance team are met. Ensure accurate and timely release of salary and other payments to staff. Oversee the changes in salary and maintain consistency with HR records at the global level.

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- Coordinate with local banks and ensure opening of bank account of GAIN and timely review of bank statements and bank reconciliation.
- Support Country Director on preparation of program budgets, analysis of grants and expenditure and develop suitable MIS (Management Information System) in coordination project managers.
- Prepare country budgets and finalize them in collaboration with HQ finance and program departments.
- In coordination with consultants and program teams at country office and headquarter, engage in timely preparation of budgets and quarterly pipelines.
- Ensure preparation and availability of statutory financial records (e.g. income tax return) and tax compliance and compliances relating to foreign grants.
- Secure the proper filling and storage of all financial records
- Oversee the proper monitoring of GAIN's funds and assets which are transferred to EAs (Executive Agencies) for the implementation of GAIN programs

Office Administration

- Ensure absolute integrity and transparency in the procurement function and ensure the best value for money is obtained and requirements of GAIN are met in a cost effective and timely fashion. Ensure timely and accurate payments to vendors.
- Ensure proper security and safety of the staff members and premises and finalize security and insurance arrangements as per GAIN norm.
- Oversee the proper upkeep and maintenance of office premises and working facilities like telephone system, photocopying machines and furniture to provide the best possible physical environment for staff to discharge their duties.
- Ensure all service contracts are valid and maintained.
- Ensure timely verification of stocks and assets, inventories at the office and project sites as deemed fit.
- Manage the planning of visitors to the country office as required.
- Develop and facilitate convergence between resources and coordination of different projects.
- Complete the required documentation, like official requests from the government authorities for GAIN assistance and facilitating meetings within the Program Office for mobilization of response.

Internal Governance Management

- Coordinate with the Ministry of Foreign Affairs on the issuance of work permits for the international staff when needed.
- Follow up timely and appropriate resolution of legal cases in which GAIN may be involved, to the best interests of GAIN.
- Ensure that administrative, budgetary, procedural and accounting controls evolved are complied with and to improve them with time in accordance with HQ's guidelines.

Human Resource(HR) Management

- Monitor staff Contract Expiry date and ensure timely completion of Contract renewal and other formalities
- Partner with the Learning and development team for on-the-job or external training where appropriate. Ensure that staff are fully equipped with the skills required for performing jobs assigned to them. Develop training plans on an annual basis and factor inputs from annual appraisals to ensure that opportunities are made available to them.
- Review job descriptions for all program support staff in line with the current requirements of the organization.
- Ensure a work plan with measurable indicators for measuring performance mutually agreed upon between managers and their staff based on their JDs.
- Ensure compliance with GED (Gender Equity and Diversity) and Anti-Harassment Policies of the mission.

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Information Technology (IT) Services

- Ensure stable and responsive Networking (Local and Wide Area) environment with the adherence to security standards for Network and user authorities.
- Promote productive use of computers amongst the staff and suggest training needs to increase computer skills amongst the staff.
- Ensure system integrity, security of the system and easy accessibility of the required information and ensure cost effective maintenance of all IT equipment.
- Ensure IT Policies and system adherence
- Facilitate Knowledge Management

Support resource mobilization, diversifying revenue growth, program quality and impact agenda

- Support the program team to leverage resources, new business development and diversify revenue growth.
- Support the program team to develop best practices on budgets and grants management that can attract potential donors.
- Visit the field and partners to analyze the reports and financial statements and provide technical support to partners and program team on effective use of resources.

Key organisational relationships

- Reports to the Country Director
- Global teams in Finance, HR, IT and Corporate Services
- Country Programme Staff
- Service providers including vendors, Landlord, Consultants, Agencies
- External stakeholders such as Government functionaries and Legal retainers/Auditors.

JOB REQUIREMENTS

Competencies

- Ability to plan and organize a substantial workload that includes complex diverse tasks and responsibilities.
- Problem solving, decision making and delegation skills.
- Excellent oral and written communication skills (French, English, and Regional language).
- Leadership skills, including the ability to supervise and motivate staff effectively.
- Ability to coach, mentor and provide guidance to supervised staff.
- Team Building skills.
- Knowledge and skill in introducing and implementing GED (Gender Equity and Diversity) principles.
- High level integrity.
- Sound judgment.
- Ability to cooperate with others and work in a participatory manner to achieve established goals.
- Self-confidence.
- Compassion, tact and sensitivity.

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Experience

- Solid experience in a managerial position, including supervision of other staff.
- Experience working with an International NGO preferred.
- Experience of managing grants from donors such as BMZ, BMGF, EU, etc.
- Knowledge of GAIN's internal rules and procedures would be an asset
- Experience of managing private sector funding and external consultants.
- Computer literate with excellent skills in MS Word, MS Excel, Outlook, and PowerPoint.
- Experience in using Navision and Hypersoft accounting software would be an asset.
- Proven experience in administrative or operational roles within an international organisation.
- Knowledge of project monitoring systems.
- Knowledge of the SYCEBNL measures on new accounting procedures for non-profit organisations applicable in Benin.
- Strong experience in managing the accounts of donor-funded organisations.

Education

- Professional qualifications in accounting, finances management and auditing.
- Bachelor's degree in finance, accounting and auditing, or equivalent qualifications. (Experience of training in business / human resources management and/or information technology would be an added advantage.

Other requirements

- Ability to work within a multicultural environment
- Integrity and accountability in managing organizational resources

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

Please note that job descriptions cannot be exhaustive, and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.