

The Global Alliance for Improved Nutrition

Job title:	Senior Finance and Administration Assistant
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Classification:	E2 – Senior Administrative Assistant	Direct reports:	0
Work location	Dar es Salaam, Tanzania	Travel required:	0%

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. In particular, 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
<p>Overall purpose</p> <p>The Senior Finance and Administration Assistant is a key position in the Tanzania country office. This position is expected to provide essential support in administrative, financial and internal control services to the programme operations whilst working with the Country Director to ensure compliance with GAIN policies, systems and procedures. This role holder is expected to be both responsive and proactive to operational requirements.</p> <p>The Senior Finance and Administration Assistant also ensures compliance with external requirements, such as local laws and regulations, 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>Office administration</u></p> <ul style="list-style-type: none"> • Support the Country Director to ensure proper security and safety of the staff members and premises and finalise security and insurance arrangements as per GAIN norm. • Contribute to security briefs to Country visitors • Support logistics preparations for various meetings organized by the office • Oversee the proper upkeep and maintenance of office premises and working facilities like photocopying machines and furniture to provide the best possible physical environment for staff to discharge their duties. • Set up and maintain an asset register. • Responsible of the procurement of office equipment and other assets inventories • Ensure all service contracts are valid and maintained.

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Finance, budgets and grants

Support the team in the coordination of the finance, budgets and grants of the country office. Responsibilities include;

- Ensure all payment requisitions are complete and have all necessary documentations
- Prepares required supporting documents for payment processing such as travel advances, sub-contractors/staff advances
- With the support of the Country Director, 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.
- Identify office costs and correctly apportioning and charging to the respective project codes
- Manages office petty cash transactions such as petty cash payments, petty cash income, petty cash reconciliation, verification of petty cash claims.
- Ensure timely and accurate payments to vendors.
- Ensure financial transactions are recorded in line with GAIN standards in a timely fashion.
- Manage receivables and payables in line with GAIN guidelines. Prepare cash and fund flow statements for review with the Country Director.
- Coordinate with local banks for timely review of bank statements and bank reconciliation
- Secure the proper filling and storage of all financial records
- Any other reasonable task as assigned

Human resources

- Ensure that all taxes and staff deductions are calculated accurately and paid into the correct Government agency
- Work with the Country Director to update the country security page on the intranet
- Oversee travel and expenses reporting by all team members, including processing expense claim forms and seek all necessary approvals for payment.
- Liaise with medical providers for efficient service to staff
- Work with the Country Director to develop and maintain a positive working environment, ensuring staff aware and adhere to policies including the Code of Conduct, Diversity Policy and Anti Bullying Policy
- Work with the Country Director to ensure staff are aware of, understand and comply with GAIN's Country Finance Manual, Fraud and Bribery Policy, Administration policies and procedures

Key organisational relationships

- Reports to the Country Director
- HQ Finance Teams
- HQ Human Resources
- Project Managers
- External Partners

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JOB REQUIREMENTS
<p>Competencies</p> <ul style="list-style-type: none"> • Proficiency in accounting • Proactive with a commitment to quality and accuracy with an eye for detail • Good interpersonal, organizational and oral and written communication skills • Flexibility and availability to work outside regular working hours on occasion. • Available for outstation travel on a required basis • Ability to prioritize and multi-task • Ability to work without close supervision. • Computer literacy with excellent` MS word, MS Excel, Outlook, PowerPoint and Quick books skills. • Analytical ability
<p>Experience</p> <ul style="list-style-type: none"> • Experience in accounting or a related field • Experience working in a similar role • Experience of working with Multi-Donor Funded projects will be an added advantage • Strong working knowledge of relevant computer application packages and accounting software
<p>Education</p> <ul style="list-style-type: none"> • University Degree in accounting, business administration or suitable equivalent • Studying for a locally recognised Finance and / or Accountancy qualification, e.g. CPA
<p>Other requirements</p> <ul style="list-style-type: none"> • Fluent in Business level English, written and verbal
WHAT GAIN OFFERS
<ul style="list-style-type: none"> • Flexible working hours • Friendly working environment • Professional development opportunities