

Global Alliance for Improved Nutrition

Job title:	Finance and Administrative Associate
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Classification:	D3 – Associate, Finance Officer	Direct reports:	0
Work location	Maputo, Mozambique	Travel required:	10%

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 Finance Associate will work under the supervision of the Head of Operations and to ensure processing and recording of payment transactions are done in timely and accurate manner. The Finance Associate supports compliance and the expectation is for strong collaboration with all country office staff members. The Finance Associate position requires resolute fiduciary responsibility of all financial resources and high professional standards with a willingness and ability to enforce compliance with GAIN and donor policies and procedures.</p> <p>The Finance Associate is responsible for providing support to the Head of Operations, GAIN Mozambique staff and consultants.</p> <p>The Finance Associate will be responsible for providing day to day general finance, bookkeeping, accounting, administrative and operations support to the country office, working closely within the Mozambique GAIN team with key commitments in GAIN HQ for the smooth and coordinated implementation of projects from a finance and administration perspective with a focus on ensuring compliance with GAIN finance policies, systems and procedures.</p>
<p>Tasks and responsibilities</p> <p><u>Accounting Services</u></p> <p>Providing day to day support to the Head of Operations, key activities include:</p> <ul style="list-style-type: none"> • Ensuring all GAIN Mozambique documentation related to procurement of goods and services is in line with Mozambican tax regulations and GAIN policies and procedures, mitigating against non-compliance • Preparing and ensuring that accounts payable documents (e.g. invoices, payment requests) are complete for approval and payment • Verifying and initiating payments on e-banking • Liaison with the bank with regards to confirmation of internet banking transactions, errors, duplications or cancellations of pending items in the banking system • Reconciliation and management of balance sheet accounts, including staff advances/receivables, petrol advance and petty cash • Supporting month-end and year-end closure through report preparation and submission including travel claim monitoring sheet, petty cash and bank reconciliation, review and monitoring of accruals and payment voucher status

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- Provision of information/ finance documents and data as requested by internal and external auditors including project audits;
- Supporting the timely payment of staff salaries, suppliers, consultants, tax authorities and partners
- Support the monitoring of the programme financial performance by providing necessary financial information and analysis, including implementation rate against indicators/results. Detects potential over/ under expenditure problems and proposes remedial action
- Aiding in the tracking of the budget and forecasts of the Mozambique office
- Ensure that all transactions for the month are posted accurately within deadlines set
- Coordinating compilation of financial data and providing accurate and up-dated financial information on a continuous basis.

Administration and Operations

- Monitoring of travel advances claims and settlements through preparation and maintenance of travel claim monitoring sheet
- Maintaining file records of donor grants received and reports submitted to donors and ensuring that the process for all grant income due is promptly applied for or requested.
- Assuming responsibility for filing, copying and storage of all financial records as required
- Ensuring that contracts in database and SharePoint are stored in hard copy
- Ensuring proper organization of subaward files
- Assisting with follow up on subaward compliance issues and audits and document resolutions.
- Assisting in sub award site audits and prepare site visit reports
- Supporting the monitoring of the programme financial performance by providing necessary financial information and analysis, including implementation rate against indicators/results. Detecting potential over/ under expenditure problems and proposing remedial action.

Key organisational relationships

- Reports to the Head of Operations
- All GAIN Mozambique Staff
- HQ and International Finance teams

JOB REQUIREMENTS

Competencies

- Proactive with a commitment to quality and accuracy with close attention to detail.
- Strong interpersonal, organizational and communications skills.
- High flexibility and occasional availability to work outside regular working hours.
- Effective oral and written communication skills in an environment requiring diplomacy and good judgment in managing interactions with individuals at all levels inside and outside an organization.
- Able to prioritize, multi-task, and work well under pressure with frequent deadlines.
- Reliable and enjoys working in a multi-cultural, cross functional team with flexible and adaptable approach to work.
- Computer literacy with excellent MS Word, MS Excel, Outlook, and PowerPoint skills.

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Experience

- Solid documented work experience in an administrative role related to finance and office management or other mid-level support role.
- Intermediate and Advanced accounting / book-keeping knowledge a requirement
- Proficient in the usage of QuickBooks, Navision or similar accounting software required
- Previous international NGO experience in a similar role desirable

Education

- Degree in Business Administration, Finance or other related field or an acceptable combination of education and experience.

Other requirements

- Written and verbal English and Portuguese is required.

WHAT GAIN OFFERS

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