

Global Alliance for Improved Nutrition

Job title:	Senior Administration and Finance Assistant -SFS
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Classification:	E2 – Senior Administrative Assistant	Direct reports:	0
Work location	Pemba- Cabo Delgado, Mozambique	Travel required:	Limited

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 Administrative and Finance Assistant is expected to provide essential administrative and basic accounting services to the program operations team whilst ensuring compliance with GAIN policies, systems and procedures. The Senior Administrative Assistant is expected to be both responsive and proactive to operational requirements.</p> <p>S/he also ensures compliance with external requirements, such as local laws & regulations, service provider and vendor contractual obligations. S/he will support the Head of Operations in safeguarding GAIN's interests in these transactions and interactions, providing effective first level stewardship of GAIN's assets, resources, staff and premises. S/he provides support to the Head of Operations and Country Director in maintaining good relationships with external stakeholders.</p>
<p>Tasks and responsibilities</p> <p>Support the team in the coordination of the finance, budgets and grants of the country office. Responsibilities include</p> <p>Finance</p> <ul style="list-style-type: none"> • • Ensure availability of finance manual and procedures for employees to access for their understanding • Ensure financial transactions are accurately recorded in line with GAIN procedures and standards in a timely fashion. • Maintain financial records including ledger, journal, petty cash and cash books and bank details. • During month end closing, ensuring all transactions for the month are recorded accurately and comply with deadlines set by GAIN Maputo office • Verify and initiate payments on e-banking • Prepare accounts payable documents (e.g. invoices, payment requests) for approval and make local payments under direct supervision and on approval of Head of Operations.

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- Assist in reconciliation of balance sheet accounts including Pemba staff advance/receivable, petrol advance and petty cash
- Assist monitoring of Pemba Travel Advance, Claims and Settlements through preparation and maintenance of Travel Claim monitoring sheet
- Be the liaison between GAIN Pemba and local bank
- Secure the proper filing and storage of all financial records.
- Ensure fixed asset register is maintained and updated regularly.
- Assist Head of Operations with the cashflow for the Beira office.

Administration and Operations

- Ensure staff are aware of, understand and comply with GAIN's administration policies and procedures, e.g. procurement, security, travel and expense reporting.
- Ensure timely and accurate payments to vendors.
- 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 asset utilising inventories held at the office and project sites as deemed fit.
- Manage the vehicle administration activity to ensure proper upkeep of vehicles including cost optimisation, maintenance and usage as per GAIN policies. Ensure log books are accurate and in order to show complete transparency in vehicle usage. Ensure all hired vehicles are insured as per established procedures.
- Manage the logistics of visitors to the country office as required.
- Assist in scheduling and planning for events and conference calls, makes recommendations regarding meeting or equipment facilities.
- Organise and coordinate meetings and calls including travel and hospitality for meeting attendees.
- Assume responsibility for document filing
- Coordinate domestic and international travel arrangements for visitors, processing travel claims and arranging tickets, visas.
- Supervise staff such as building staff, gardeners, security guards and cleaners. Ensure services are providing value for money and contracts are up to date.
- Any other reasonable duties as required

Key organisational relationships

- Reports to the Head of Operations.
- Works closely with the SFS Senior Project Manager, as well as team members in the Pemba – Cabo Delgado and Maputo offices.
- Works across GAIN worldwide to ensure open communication channels
- External suppliers and stakeholder organisations in Pemba- Cabo Delgado

JOB REQUIREMENTS

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Competencies

- Strong proficiency in accounting skills related to the position.
- Proactive, with a commitment to quality and accuracy
- Strong interpersonal, organisational and communications skills.
- High flexibility and occasional availability to work outside regular working hours.
- Able to prioritise, multi-task and work well under pressure with frequent deadlines
- Ability to work effectively in a multi-cultural, cross functional team
- Ability to work independently without close supervision.
- Computer literacy with excellent MS Word, MS Excel, Outlook, and PowerPoint skills and accounting systems.
- Knowledge and familiarity with one or more of the following functional areas: procurement, travel, communications, accounting, contracts and agreements, meetings/conference management,

Experience

- At least 3 years documented experience (and work certificates) in an finance administrative / office management role, preferably in an international NGO
- Proficient in the usage of QuickBooks, Navision or similar accounting software required
- Experience in accounting administration i.e. budgets and payment processes i.e. online systems
- Experience of working with Multi-Donor Funded projects will be an added advantage

Education

- Bachelor's degree in Accounting/ Finance/ Administration or alternatively Senior High School Diploma with relevant work experience
- Studying for a locally recognized Finance and / or Accountancy qualification

Other requirements

- Business English
- Portuguese required, written and verbal
- Ability to travel on occasion

WHAT GAIN OFFERS

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