

Global Alliance for Improved Nutrition

JOB DESCRIPTION

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|------------------------|--|-------------------------|---------------------|
| Job title: | Senior Administration and Finance Assistant, CASCADE | | |
| Classification: | Grade 2 | Direct reports: | 0 |
| Work location | Nacala District, Nampula Province Mozambique | Travel required: | Limited (up to 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 |
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| <p>Overall purpose</p> <p>The Catalyzing Strengthened Policy Action for Healthy Diets and Resilience (CASCADE) is a project that aims at improving food security and contribute to reduction of malnutrition among women of reproductive age (15-49) and children under five years in Mozambique. The project will be implemented in three districts on Nampula province, namely: Nacala-a-Velha, Monapo and Nacarroa districts in a consortium involving the GAIN and Care International, two organizations that have extensive experience in tackling malnutrition.</p> <p>The project will have a five-year duration and withing the consortium GAIN is responsible for re-engineering markets and mobilizing private sector as well as Systematizing data and learning for policy. The focus of this advert is related to the assistance to the activities to be implemented (training of facilitators, monitoring, supervision visits, reporting of activities and support in day-to-day activities for the realization of the implementations and the reaching of the target population in the project.</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>They will also ensure compliance with external requirements, such as local laws & regulations, service provider and vendor contractual obligations. They 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. They provide support to the Head of Operations and Country Director in maintaining good relationships with external stakeholders.</p> |

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Tasks and responsibilities

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

Finance Assistance

- 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.
- Assist in reconciliation of balance sheet accounts including Nacala staff advance/receivable, petrol advance and petty cash
- Assist monitoring of Nacala Travel Advance, Claims and Settlements through preparation and maintenance of Travel Claim monitoring sheet.
- Be the liaison between GAIN Nacala and local bank.
- Secure the proper filling and storage of all financial records.
- Ensure fixed asset register is maintained and regularly updated.
- Assist Head of Operations with the cashflow for the Nacala 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 utilizing inventories held at the office and project sites as deemed fit.
- Working closely with the administration driver, manage the vehicle administration activity to ensure proper upkeep of vehicles including cost optimization, maintenance, and usage as per GAIN policies. Ensure logbooks 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 local office as required.
- Assist in scheduling and planning for events and conference calls, make recommendations regarding meeting or equipment facilities.
- Organize 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, and visas.
- Coordinate the activities of 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.

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Key organizational relationships

- Reports to the CASCADE Project Manager .
- Works closely with the Head of Operations, as well as team members in the Nacala – Nampula and Maputo offices.
- Works across GAIN worldwide to ensure open communication channels
- External suppliers and stakeholder organizations in Nacala – Nampula province

JOB REQUIREMENTS

Competencies

- Strong proficiency in accounting skills related to the position.
- Proactive, with a commitment to quality and accuracy.
- Strong interpersonal, organizational and communications skills.
- High flexibility and occasional availability to work outside regular working hours.
- Able to prioritize, 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, and meetings / conference management.

Experience

- Solid documented experience (and work certificates) in a finance administrative / office management role, preferably in an international NGO.
- Intermediate accounting / book-keeping knowledge a requirement
- Proficient in the usage of QuickBooks, Navision or similar accounting software required.
- Experience in accounting administration i.e., budgets and payment processes using 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 experience.
- Studying for a locally recognized Finance and / or Accounting qualification.

Other requirements

- Written and verbal business English and Portuguese is required.
- Ability to travel on occasion.

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WHAT GAIN OFFERS

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