

Global Alliance for Improved Nutrition

Job title:	Finance and Administrative Assistant
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Classification:	Grade 1	Direct reports:	0
Work location	Bahir Dar, Ethiopia	Travel required:	Frequent

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>GAIN's Finance and Admin Assistant will play an important role in the smooth running of the regional office. The Finance and Admin Assistant will provide day to day finance and office administration support activities.</p>
<p>Tasks and responsibilities</p> <p><u>Supporting Financial Administration</u></p> <ul style="list-style-type: none"> • Handling Petty Cash fund and making payments after receiving the required approval • Ensure timely and monthly replenishment of petty cash, • Preparing Petty Cash Report and Replenishment Request. • Maintain and keep proper file for documents related to Petty cash payments. • Facilitate workshops, trainings and meetings and effect payment to participants. • Maintaining monthly updated scanned financial documents to the online storage space • Ensure timely settlement of payables and advances. • Ensuring smooth operation of daily financial activities at the regional level in collaboration with the country office finance team. • Ensure that receipts, financial documentation, and vouchers are filed properly and timely in chronological order • Ensure timely settlement internet, telephone, and water bills. <p><u>Administrative Duties</u></p> <ul style="list-style-type: none"> • Assist regional project team in travel arrangements, hotel reservations, and in-country logistic arrangements. • Assist in handling orders such as office supplies and/or materials for office use and trainings. • Responsible for copying, sorting, scanning, and sending documents through carriers. • Maintain updated & complete list of inventories of project office properties. • Receives and handles clients/visitors, provides appropriate information to enquiries and arranges appointments, • Coordinates and schedules meetings, and appointments inside and outside of the regional office. Send invitation letters to participants and confirm availability.

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- Manage outgoing and incoming correspondences
- Carry out other administrative and financial tasks as requested.

Key organisational relationships

- Reports to Regional Project Manager.
- Works closely with the county office operations team.
- Works with external suppliers and stakeholder organizations.

JOB REQUIREMENTS

Competencies

- Good working computer knowledge with proficiency in basic office software specially MS Office Excel, Word, PowerPoint, outlook and etc.
- Willing to take initiatives and ability to work under pressure.
- Ability to work cooperatively with staff.
- Good organizational skills
- Ability to travel on frequently.
- Good interpersonal and communication skills
- Able to work with minimum supervision.
- Be honest, ethical, and committed.
- Be pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Be reliable, responsible, and dependable and fulfilling obligations.
- Give attention to details in completing assigned tasks.

Experience

- Proven experience in a finance support and/or administration role in the private/not for profit sector
- Experience in operational and administrative support to projects of various sizes and scopes
- Experience in using QuickBooks, Navision or similar accounting software is an advantage.

Education

- Relevant qualification in accounting or Business Administration or related field

Other requirements

- Ideally be based in the Bahir Dar area

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WHAT GAIN OFFERS

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