

Handicap International

Job Profile-Area Admin & Finance Officer

Title: Area Admin & Finance Officer
 Reporting to: Area Manager
 Contract Type: Fixed Term Contract (5 months with possibility of extension depending on funding)
 Advert running from: 12th, October 2022 until 31st October 2022
 All Applications will be reviewed “on a rolling basis” and Interviews carried as well on “a rolling basis”

ASSIGNMENT

Under the over all responsibility of the Area Manager and in close collaboration with the Finance Manager and the HR Manager, Finance, & Admin Officer will ensure provision standards as detailed herein with the highest quality and that expected results are achieved in a timely and efficient manner.

CHAIN OF COMMAND

Under the authority of:
 Area Manager

Responsible for:
 Finance & Admin Intern

WORKING RELATIONS

Internal:

- Area Logistics department
- Area Security Focal Points
- Project Managers and the entire projects staff

External:

- Donors
- National Authorities
- National and International Partners (including working groups and coordination bodies)
- National and provincial Media

Responsibilities

Mission 1: Strategy and steering

- Implements and monitors the actions plans for HI’s financial strategy within his or her area of responsibility.
- Updates financial information and monitors financial indicators within his or her area of responsibility.
- Monitors and reports to his or her line manager and functional manager on the financial risks of which he or she is aware and contributes towards their mitigation.
- Helps to identify financial and legal risks for HI within his or her area of responsibility.

Mission 2: Standards and expertise

- Deploys all of HI’s financial policies, processes and tools within his or her area of responsibility.
- Ensures that HI’s legal obligations are met and produces the required financial documents.
- Reports any changes in standards, case law or in the practices of other stakeholders in the financial field of which he/she is aware.
- Complies with the General Data Protection Regulation (GDPR).

- *Implements and complies with procedure for archiving financial documents and publishes and updates financial documents in the dedicated workspaces.*
- *Contributes to internal control within his or her area of responsibility and applies identified corrective actions.*

Mission 3: HR & Admin Roles

- *Assist with day to day operations of the HR/Admin functions.*
- *Support in compiling and update employee leaves records (hard copies)*
- *Process documentation and prepare reports relating to personnel activities (recruitment, training, grievances, performance evaluations etc.)*
- *Coordinate HR projects (meetings, training, surveys etc.) and take minutes*
- *Deal with employee requests regarding human resources issues, rules, and regulations*
- *Support payroll specialist by sending accurate and timely information required (eg timesheets, all types of leave documents) and process payment sheets, obtain signatures and send to Juba signed copies*
- *Familiarize and make useful the authorities assigned to over HR matters in context where HI operates.*
- *Coordinate Area HR functions with Juba based office through effective communication*
- *Oversee area Intake (This includes area recruitments and inductions)*
- *Immigration. Support International staff on immigration matters at area level eg Processing expat visa, entry permit, work permit, alien registration, travel authorization etc.*
- *Oversee and operationalize administration aspects by ensuring upto date staff contract, staff records management eg accurate up-to-date filing, manage staff exit processes, leave tracking etc)*

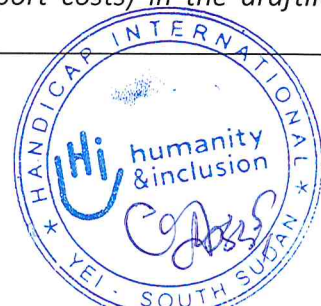
Mission 4: Operational implementation

Responsibility 1: Contributes to financial and budget management

- *Participates in the construction and adjustment of budgets with the budget holders. Provides budget holders with regular budget monitoring reports and assists them in the use of tools.*
- *Produces and updates resource allocation tables (human, logistical, etc.) and communicates them to the departments concerned.*
- *Integrates budget adjustments into the budget monitoring tools and enters cost-accounting modifications into the Financial Information System (FIS).*
- *Contributes towards optimising the use of HI's own funds.*
- *Adheres to the deadlines in HI's financial calendar.*
- *Consolidate cash flow needs within his or her area of responsibility.*
- *Prepares responses to questions from internal and external auditors.*

Responsibility 2: Contributes to the financial management of institutional funding in compliance with "donor" guidelines and contractual obligations

- *Assists with the drafting of funding proposals for institutional donors; compiles multi-programme proposals when the programme is lead.*
- *Optimises funding schedules (coverage of office and support costs) in the drafting or revision of institutional funding proposals.*



- Ensures that donor obligations are realistic and compatible with HI procedures (payment dates and methods and financial reports, methods for justifying expenditure, exchange rates, audits, etc.)
- Informs budget holders of institutional donors' financial rules and verifies their application.
- Verifies funding expenditure monitoring and provides budget holders with donor budget monitoring reports. He or she monitors consumption rates, issues alert in the event of a risk of non-compliance with flexibility rules and anticipates slippage by preparing contractual amendments with his or her interlocutors.
- Produces financial reports for institutional donors in conformity with donor guidelines.
- Prepares payment requests for donors and informs his or her line-manager in the event of a (possible) delay in payments.
- Enters information concerning donor contracts into the FIS: donor budgets, cost-accounting and budget modifications, schedules, reports, etc.
- Prepares responses to questions from internal and external auditors.
- Archives the budgets and financial reports shared with institutional donors (with an internal and external version) in the dedicated storage spaces.

Mission 5: Profession facilitation

- Contributes towards the facilitation of the profession's development in his or her area of responsibility.

Mission 6: Emergency preparedness and response

- Contributes to the program's emergency preparedness actions and, during an emergency, adapts his/her work modality to contribute to HI's effective humanitarian response.

This job description is not exhaustive and may evolve according to the programme's needs and to respond to additional tasks or changes as identified by the line manager

HOW TO APPLY

Qualified Applicant is required to submit his/her motivation letter and CV of not more than 5 pages clearly explaining your fit for this position. You can submit your CV and Cover Letter to:

Human Resource and Administration Department, Humanity and Inclusion, Yei Field Office at Hai Peace. We share compound with MASS. All hard copy applications must be dropped to the said address or by email to h.ambago@hi.org

Due to urgency of this position, All applications will be reviewed on a rolling basis. This is a non-relocatable position.

This is a National recruitment

Humanity and Inclusion is an equal employer and encourages applications from qualified Female candidates and persons with disabilities.

