

INTERNATIONAL PLANNED PARENTHOOD FEDERATION AFRICA REGIONAL (IPPFAR)

JOB DESCRIPTION

JOB TITLE		DEPARTMENT	
Administration and Finance Advisor		West and Central Africa Sub-Regional Office	
LOCATION	REPORTING	DATE	GRADE
Abidjan, Côte d'Ivoire	Administration and HR Manager with dotted line to Head of Operations	14 July 2022	D

1. JOB PURPOSE

- Reporting to the Head of Operations with a dotted matrix line to the Manager of Administration and human resources, the post holder of this position will support IPPFARO and partners and contribute to the IPPFARO projects' impact and sustainability by ensuring compliance and sound management of all finance and administration related office activities, in line with Ivorian Law, donor regulations and IPPFARO's policies, procedures and minimum standards. The post holder will coordinate the administration and finance work between the Abidjan office and the Nairobi office.

2. KEY TASKS.

Under the supervision of the Administration and Human Resources Manager:

Administration Tasks:

Oversee management of office administration systems, provide administrative support to the West and Central Africa Regional Office (WCARO) personnel. Ensure smooth administrative functioning of the Abidjan office and assist all units in resolving problems related to day-to-day operations.

1. Provide administrative support to West and Central Africa Regional Office field staff, visitors, and members of the WCARO office as appropriate by ensuring cost effective utilization of resources.
2. Review, and improve administrative systems, policies, and procedures to ensure compliance with the Cote d'Ivoire law and the Africa Regional Office Operations' procedures manual, HR's handbook and policies developed.
3. Keep the office in good order and implement effective security measures in accordance with IPPFARO rules and procedures. to protect WCARO properties and staff.
4. Ensure that lease agreements and amendments are kept up-to-date and office utilities such as water, electricity, phone, internet, security services etc. are maintained and paid on a timely basis.
5. Manage and maintain accurate assets' register.

6. Maintains files of rules, regulations, administrative instructions, workflows, and other related documentation. Use electronic and manual filing systems to enable quick and efficient retrieval of information.
7. Ensure implementation of office health and safety policies.
8. Coordinate the organization in-house and external meetings and training activities in coordination with the Nairobi Office Staff.
9. Ensure that excellent IT and communication systems are in place and are working efficiently, in coordination with an external IT consultant and IPPFARO's IT Team.
10. Apply the IPPFARO procurement policy and liaise with suppliers and Nairobi procurement officer to ensure best value for money in all procurement activities.
11. Oversee effectiveness and timely renewal of all insurance policies.
12. Contract Administration- Maintain and update the contact lists of all WCARO services contracts/supplier list; ensure that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are maintained.
13. Provide advice to the Human resources and Administration manager on procedures and rules related to Cote d'Ivoire
14. Supervise the office driver.

Under the supervision of head of operations

Finance Tasks:

Transaction processing

1. Ensure that requisitions and LPO are initiated and approved in the ERP – NetSuite- and that the invoices are reviewed, analyzed and processed into the ERP System.
2. Scrutinize invoices for eligibility ensuring that procurement procedures have been meticulously followed; ensure that thresholds for the submission of more than one quotation and/or full tender procedures are observed and that mandatory supporting documents are attached. Ensure that goods and services have been sourced from approved suppliers and promptly process payment vouchers for approval by approved signatories.
3. Weekly review the supplier and other payables listings from the ERP System and raise payment vouchers for review by the Lead Finance and Budget Specialist.
4. Monitor cash transactions to ensure proper bank reconciliations.
5. Receives incoming payment and transfers and processes outgoing payments and wire transfers and posts them in the ERP.
6. Timely reconcile cash application and disbursements.
7. Ensure that all transactions follow funding agreements, procedures, rules and regulations.
8. Ensure that invoices and other transactions attracting statutory deductions are accurately processed and deductions are dully remitted.
9. Support the implementation of procedures, risk management and internal controls
10. Comply with the systems that are in place for the proper recording of all transactions against approved Budget.

11. Prepare monthly analysis of donor income in accordance with the accrual basis of accounting and propose journal entries for review by the Senior Advisor, Finance and Budgetary Control.
12. Ensure that all processed and posted transactions are archived accordingly.

Accounts Reconciliation

13. To contribute to monthly, quarterly, and annual review of the trial balance and general ledger and sub-ledgers,
14. To prepare monthly and annual reconciliation of Bank balances, Petty Cash, Receivables, Payables, Inventories and Fixed Assets Budgeting and Reporting
15. Undertake treasury related duties and prepares monthly cash budgets and monitoring account balances in accordance with IPPFARO finance policy and regulations.
16. Prepare weekly and monthly reports on the status of transaction processing and outstanding Staff travel accounts, Donor receivables, Creditors, bank balances, CO Inter-Office Accounts, Inventories.
17. Prepare grant appropriations for review by Lead Finance and Budget Specialist.
18. Prepare and ensure timely submission of all financial and other required reports for assigned Restricted projects for review by the Senior Finance Officer and approval by Lead Finance and Budget Specialist.
19. Proactively support the preparation of reporting package and other reports due for submission to the London Office.
20. Timely prepare activity budget codes and ensure these are loaded into the ERP system to enable funds disbursement, transaction processing and budget monitoring.

External and internal audit

To support the Lead Budget and Finance Specialist in the preparation of internal and external Audits, ensure that IPPF AR's books of accounts and bank balances are up to date.

Other duties and responsibilities

21. Complete tasks and deliver the assigned work in a timely manner and within the required levels of quality and costs.
22. To maintain an up-to-date record of timesheet in accordance with IPPFAR approved timesheet form.
23. Works independently and coordinates the work between the Abidjan and the Nairobi office.
24. Undertake any other duties that might be assigned by his/her supervisor.

3. PERSON SPECIFICATION

1) Competencies

PROFESSIONALISM:

Knowledge of (related field). Demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

TEAMWORK:

Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

PLANNING & ORGANIZING:

Develops clear goals that are consistent with agreed strategies, identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

COMMUNICATION:

Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors' language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

2) Education

Bachelor's degree in finance and / Accounting or related field

A professional qualification in Accounting/Finance (ACCA, CPA, or equivalent)

Proficiency with accounting software, word processing and spreadsheets.

3) Work Experience

Minimum of five years' experience in Accounting, Finance and Business Administration and preferably in an international humanitarian and/or development organization. A good knowledge and practice of Cote d'Ivoire local administration, labor and finance regulations is required.

4) Languages

English and French are the working languages of the ARO. For this post fluency in French (both oral and written) is required. Knowledge of English is desirable. (Knowledge of Portuguese is an advantage.

5) Other requirements

Sound awareness of/and sensitivity to the multi-cultural environment in which IPPFAR operates;
Sensitivity to and understanding of SRHR issues willing to travel internationally.

6) Assessment

Evaluation of qualified candidates may include a desk review and/or an assessment exercise which may be followed by competency-based interview.

“IPPF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers, contractors, and partners to share this commitment”.