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JOB DESCRIPTION

Position title: Finance and Administration Assistant

Reports to: Finance & Administration Manager

Supervises: N/A

Grade:

Location: Honiara

Date: May 2015

I. Mission of the Department:

The mission of the Finance Department is to provide the following services to the programme:

- A financial management and control platform to support the conservation programme to meet its objectives
- Development and application of all finance, accounting and IT policies, procedures and systems for the benefit of the entire programme
- Report on the financial performance of the programme office, KPIs and its component projects to SI Senior Management, programme and operations management staff, WWF International and network and external donors
- Ensure that SI fulfils its legal responsibilities in respect to national financial and fiscal reporting
- Lead development and monitoring of SI Strategic Plan with regard to financial management deliverable

II. Major Functions:

Ensure the effective management of the finance, accounting, reporting and IT services for the SI Programme.

Overall Purpose:

The Finance and Administrative Assistant will provide administrative and financial support for the WWF SI Programme Office. Reporting to the Finance & Administration Manager, the role will be to provide finance and administration support.

MAIN DUTIES AND RESPONSIBILITIES:

Finance

- Maintenance of the Bank Payment Journal, including preparing all vouchers, obtaining approvals, issuing advances and other bank disbursements.
- Prepare weekly and monthly bank journals
- Prepare accruals of suppliers' invoices at year end

- Liaise with suppliers and other service provider ensuring that payments of invoices are done in a timely manner.
- Prepare monthly bank reconciliation
- Prepare and code bank payment vouchers for the programme Office
- Regular review of financial files and archiving/disposing of documents as advised. Make copies of finance documents, as required.
- Assist with the audit process, as required
- Neat and timely filing of all financial records
- Assist with banking deposits, withdrawals and correspondence, as directed by the Finance & Administration Officer or Manager. Arrange for the collection of cheques by the suppliers.
- Any other financial duties, as notified by Supervisor.

Administration

- Assist with travel arrangements and bookings for all programme Office staff and visitors, and purchasing airline tickets, as required.
- Mann the front desk reception and attend to all calls and correspondences
- Assist with the coordination of administration and finance team meetings.
- Archiving old paperwork, including basic data entry onto archiving database (occasionally)
- Shredding and recycling old paperwork (occasionally)
- Other administration duties as assigned by the Finance & Admin Officer, Manager or ACD.

Required Qualifications and Experience

- Diploma in Accounting
- At least three (3) years of work experience in administration and finance positions.
- Experience in cash handling
- IT literate with technical competence in computers including word processing, spreadsheets, database, accounting software and IT-related programmes
- Demonstrate a high level of communication skills, interpersonal skills, patience, and pleasant disposition.

Required Skills and Competencies

- Has a demonstrated a successful track record of providing timely and accurate financial data and reports, preferably to multiple users.
- Has strong experience in managing and dealing with the risks and impact of multiple currencies.
- Must have a good understanding of the support role of the finance function and the ability to think of the organisation in business terms and not just in accounting terms.
- Must have strong experience in working with computer-based accounting systems and be skilled in the use of other computer software such as Word and Excel. WWF SI is currently using ACCPAC for its accounting but will convert to an Oracle platform within 2 years.
- Must be capable of communicating with staff and external donors and partners at all levels and from varying backgrounds.
- Must be able to lead, motivate and undertake the development of his/her own team and, in appropriate circumstances, other teams within SI as required to ensure the attainment of the programme's objectives.
- Must adhere to very high ethical and professional standards and strive to ensure that this attitude is shared by all WWF SI staff and partners.
- Adheres to WWF's values, which are: *Knowledgeable, Optimistic, Determined and Engaging*

III. Working Relationships:

Internal – Works closely F&A Manager, all programme and operations staff and with project staff in Solomon Islands.

External – Visitors (local, regional and international) that may visit WWF SI, Honiara

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

Approved by Country Manager SI: _____ Date: _____

Accepted by Staff member: _____ Date: _____