**SoW: IP Finance and Admin Officer**

**Introduction (Brief description of the organization and the project**

**Job Summary**

The role of the Finance and administration Officer is highly significant in terms of the daily financial management of the project. It is an interesting role which requires a technical capable finance professionals who will demonstrate dedication and strong overall financial capabilities. The role requires excel knowledge in one of the accounting software, a very good understanding of USAID rules and regulations.

**Main Purpose of this Job to assume responsibility for**:

* LMD project financial administration and inputting
* LMD project general administration and tasks.

**Main tasks and responsibilities**

1. Financial administration:

* Be responsible for financial record keeping and administration - Ensure that all finances are properly administered and monitored in accordance with the organizations financial regulations and controls
* Prepare monthly financial reports and invoices and get appropriate approval from IP respective responsible managers
* Be responsible for tracking and follow up of petty cash, keeping appropriate records, and maintaining reconciliations
* Maintain bank records, perform bank reconciliations, and deal with the bank on all financial matters (e.g. changing salaries, changing authorization codes, changing names on signatures etc.)
* Prepare monthly payroll for project based staff (if any)
* Prepare and follow up WHT, VAT and employee income tax report and payment
* Ensure compliance with all regulatory requirements as relating to Company and Charity Law
* Maintain records to meet legal and tax requirements, and to measure both the inputs and the outcomes of operations

1. General administration and tasks:

* Be responsible for maintaining, and developing where necessary, the administration of office systems – paper and electronic (e.g. online file sharing systems such as Dropbox)
* Be responsible for carrying out, and helping develop where necessary, administrative systems such as records management
* Be responsible for updating master contact databases
* Be responsible for dealing with day to day IT queries and some technical requests (liaising with appropriate support services where necessary to do so)
* Be responsible for maintaining and updating the organization calendar
* Organize team meetings, circulate agendas and take and circulate minutes
* Manage storage and post
* Perform general administrative duties; postage, opening post, responding to emails, ordering stationery, maintenance of equipment, etc. as required
* Organize events or meetings as required and prepare training workshop advances and make payment to training workshop participants
* Be prepared to undertake any other duties within the role as required Person Specification
* Commitment to the organizations objectives and values

1. Required Qualification and experience

* BA degree in accounting, Management or related field
* Minimum 3 years of experience
* Excellent organizational and administrative skills including minute taking, data management and devising and implementing reporting systems
* Experience in developing and/or using financial databases and processes, including book keeping and record keeping
* Excellent computer literacy skills, including skills in Word, Excel, PowerPoint and Access databases
* Experience of organizing events and meetings
* Good knowledge of the internet, web-functionality and social media
* Good written and verbal communication skills, and ability to respond tactfully and appropriately to enquiries from a range of individuals and/or groups
* Ability to work flexibly and to tight deadlines
* Willingness to attend events and to work outside of usual office hours where necessary
* Knowledge of an accountancy package