

<b>JOB TITLE:</b> Admin & Finance Officer – UNFPA	
<b>TEAM/PROGRAMME:</b> EMERGENCY RESPONSE	<b>LOCATION:</b>
<b>GRADE:</b> 6A	<b>CONTRACT TYPE:</b> Fixed Term Contract – upto 30 <sup>th</sup> September 2023
<b>CHILD SAFEGUARDING:</b> Level 3 - the responsibilities of the post may require the post holder to have regular contact with or access to children or young people.	
<b>INTRODUCTION:</b> Save the Children is the world’s leading independent organisation for children. We work in 120 countries. We save children’s lives; we fight for their rights; we help them fulfil their potential. We work together, with our partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.  For 40 years Save the Children has been at the forefront of work to promote children’s rights and improve the lives of poor and marginalized children all over Sri Lanka. In partnership with government authorities, local organizations and communities we focus on improving education, child protection systems, child rights governance and nutrition for the poorest communities, contributing to long lasting sustainable change.	
<b>ROLE PURPOSE:</b> The role holder will support the Finance Manager to have sound finance controls & compliance, timely monthly financial reporting and support in financial analysis and accounts reconciliation.  In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.	
<b>SCOPE OF ROLE:</b>  <b>Reports to:</b> Project Coordinator <b>Staff reporting to this post:</b> N/A <b>Role Dimensions:</b>	
<b>KEY AREAS OF ACCOUNTABILITY</b>  <b>Financial Reporting</b> <ul style="list-style-type: none"> <li>• Ensure Agresso Accounting system provides reliable, accurate &amp; most updated information to different stakeholders. Reviewing &amp; posting of payments to Agresso System on a weekly basis. Ensure the Internal KPI of posting of average of 95% is attained prior to SOFT close each month. Ensure to minimize coding errors in order to meet internal KPI targets.</li> <li>• Be responsible of performing all correction and re-charging entries, obtaining the signatures approval and maintaining and archiving them.</li> </ul> <b>Programme Advances, Payment Verification, Cheque Payment, Bank Transfers</b> <ul style="list-style-type: none"> <li>• Responsible for completion of Beneficiary Cash Transfer timely and ensure the accuracy of the transactions and the documentation.</li> <li>• Responsible for identifying the rejected beneficiary cash transfers and reprocess the transfers to beneficiaries’ account.</li> </ul>	

- Be responsible to process payments (cash, cheque and bank payments) in a timely manner and ensure field offices receive fund transfers and payments on time.
- Support Finance manager in timely upload of transactions to the system and obtaining signatures from authorized signatories. Maintaining, documenting and record keeping the correspondence with the bank. Ensure timely on-line transaction execution with payment Verification & preparation of interbank transaction payment vouchers.
- Ensure internal control on the payments are met and the completeness of supporting documents & accuracy of the payment on the set threshold to decide on processing of the payment. (Consultancy payments, partner payments. Preparation of interbank transaction payment vouchers).

#### **Field Office Coordination and Monitoring Visits**

- Verification of field office expenditure reports and payment vouchers, advances and settlements, petty cash vouchers.
- Regular field office visits and regular spot checks (cash and inventory).

#### **OTHER**

- Responsible for any other duties deemed necessary by the line manager
- Further responsibilities, tasks and competences will be adjust based on organisational developments.
- Coordinate with other teams; HR & Admin, Supply Chain for any finance related process.

#### **BEHAVIOURS (Values in Practice)**

##### **Accountability:**

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values.
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

##### **Ambition:**

- Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same.
- Widely shares their personal vision for Save the Children, engages and motivates others.
- Future orientated, thinks strategically and on a global scale.

##### **Collaboration:**

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters.
- Values diversity, sees it as a source of competitive strength.
- Approachable, good listener, easy to talk to.

##### **Creativity:**

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks.

##### **Integrity:**

- Honest, encourages openness and transparency; demonstrates highest levels of integrity.

**QUALIFICATIONS AND EXPERIENCE:**

- Part qualification or pass finalist or final level professional qualification in ICASL/CIMA/ACCA.
- 1 years' experience in auditing, accounting or finance field.
- Excellent coordination, planning and communication skills.
- Timely meeting deadlines.
- Team Work.
- Excellent written and verbal English skills and Sinhala.
- Excellent presentation skills.
- Microsoft office suite.
- Ability and willingness to travel to all parts of the country.

**Additional job responsibilities**

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

**Equal Opportunities**

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

**Child Safeguarding:**

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

**Safeguarding our Staff:**

The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy.

**Health and Safety**

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

**JD written by:**

**Date:**

**JD agreed by:**

**Date:**

**Updated By:**

**Date:**

**Evaluated:**

**Date:**