



## ADMINISTRATORS

### General objective

The overall objective is to manage the financial and human resources of the mission in order to maximise the functioning of the projects.

The Administrator is responsible for :

- operating within the legal framework of the country with regard to Human Resources and contracts signed with landlords, transport companies or others.
- managing budgets and providing periodic financial reports
- monitoring the financial environment (inflation, food basket prices, typical salary scales of similar organisations, etc.)
- guaranteeing that the internal procedures of ACF are respected

### Responsibilities

#### 1. Account and finance management

Treasury :

- Overall responsibility for banking and bank accounts (signatures, withdrawal, reconciliation and bank statements).
- Overall responsibility for the management of cash in the country.
- Implementation and follow up of a system of treasury forecast in projects and in the capital
- Organisation of transfers.
- Responsible for exchanging money and monitoring the country banking regulations.

Accounts :

- Implementation and follow up of a standardised reporting system from the projects to the capital.
- Overall responsibility for the contents and presentation of monthly financial reports

#### 2. Budget management

Before the project

- Collaborate with logistics and head of mission to create the financial proposal of a project

During the project

- Authorize all expenditures
- Monthly budget follow up
- Communicate budget analysis to all departments on a regular basis
- Supervise of filing of invoices for preparation of final financial report
- Prepare intermediate financial reports according to donor guidelines.

After the project

- Prepare the final financial report according to donor guidelines
- Make the final analysis between the report and the invoices.

Structure budget :

- Prepare the structure budget in collaboration with the head of mission and follow according to Paris guidelines.
- Prepare the financial plan for vehicles and fixed assets in collaboration with the logistic coordinator

#### 3. Administrative management

Expatriate staff

- Administrative duties involving medical crises (including evacuation, insurance forms, and social insurance).
- Briefing for new expatriates.
- Follow up of expatriate file.
- Follow up of advance on indemnities.
- Acquisition and management of permits and registration according to the country law.
- Follow up of contract expiry date.

Local staff

- Set up of contracts, internal rules, penalty codes, and ensuring the standardization of their

implementation.

- Authorize the recruitment of new staff with regards to the budget and ensured that the laws regarding recruitment are followed.
- Management of staff files (documentation, follow up of holidays, medical expenses, warning letters, evaluations).
- Instigate the development of human resource management in the mission.

**Qualification and previous experience :**

- Graduate in Account, Finance, Budget and Administrative management
- 2 years relevant work experience essential
- Previous overseas experience preferable

**Person profile :**

1- Initiative and problem solving skills

- ability to capitalise on past experience and information available within the organisation in order to become self-sufficient and autonomous quickly
- ability to take initiative where appropriate to deal with difficulties encountered in daily work

2- Adaptability and flexibility

- ability to adapt or change priorities according to the changing situation within a mission or the organisation itself
- ability to work within a fluid situation (changes within the team, location of programmes)
- willingness to live and work within a team and respect the rules of collective living

3- Motivation and involvement

- motivation and commitment to humanitarian ideals
- interest in involvement beyond the job assigned i.e. active involvement in the ethos of the organisation itself
- ability to integrate into the local environment including awareness of political and economic aspects of the country.
- energy and stamina to withstand long working hours and often stressful conditions

4- Professionalism and Management

- ability to conduct work in a professional and mature manner
- ability to deal with relations with local authorities as a representative of Action contre la Faim
- ability to manage local staff in a mature and impartial manner

**Length of contract :** 2 years

**Language :** English