

Admin and Finance Officer

Location: [Europe & the Middle East] [Jordan]

Town/City: Amman

Category: Administration/Corporate Services

Job Type: Fixed term, Full-time

Position Title: Admin and Finance Officer

JOB PURPOSE:

The Admin and Finance Officer position has been created to take care of the programme finance, admin and logistics issues including cash for work payments to the Syrian refugees in the camp, involved in the implementation of WVJ SWM programme in Azraq Camp.

MAJOR RESPONSIBILITIES

- In coordination with the field team and the line manager maintain and update daily SWM related databases: daily collected waste and recyclables statistics, staff and IBVs' attendance, IBVs' master sheet and cash distribution databases, purchase requests and etc.
- Maintain CFW IBVs database and regular updates
- WVJ policies and procedures are applied accurately for the programme administration
- Organize, document and archive all programme relevant documents, keep files complete and up to date
- Support in IBVs recruitment process by preparing PRFs, providing required

documentation to P&C department for the contract processing, taking part in signing the contracts with IBVs, conduct the RAIS/GIZ screening for IBVs when required.

- In coordination with the P&C assistant, train relevant staff, monitor and review the IBVs attendance records and ensure its accuracy before payments are issued;
- Follow up with IBVs on a regular basis to ensure payments to IBVs are done and supportive documents (attendance sheets, signatures of the beneficiary and site supervisors) are accurately generated
- Ensure that all the logistics/procurement needs required for the programme are addressed on timely basis through timely and accurate PRs submissions and follow ups
- Establish PR tracker, follow up with the field programme team to update the procurement plan accordingly
- Follow up with the field programme team regarding the stock of the required materials on monthly bases as well as
- Ensure PRFs/ Trip Requests are in place and signed and submitted on time
- Maintain an accurate and up to date assets and inventory management of the programme
- Any other tasks by the line manager

KNOWLEDGE/QUALIFICATIONS FOR THE ROLE

Required Professional Experience

- Minimum 3 years of experience of working in a finance department or in Programme

administration preferably with INGO/local NGO

- 1 year of experience with cash programming

Required Education, training, license, registration, and certification

BA degree in business, management, administration, finance, accounting, or a related field

Preferred Knowledge and Qualifications

- Understanding of SWM issues in the country and in the refugee camp
- Cross-cultural sensitivity, flexible world view, emotional maturity and physical stamina
- Excellent communication skills and ability to build collaborative relationships
- Ability to foster a good team spirit
- Ability to transmit information correctly with accountability and maintain confidentiality
- Excellent organizational skills
- Ability to work under pressure and meet targets and deadlines
- Creative with coming up with new ideas & solutions
- Experience and ability to work in a busy office environment that often demands high levels of concentration

Travel and/or Work Environment Requirement

70% field work

30% office based

Due to the nature of operations frequent travel to Azraq camp is required

Language Requirements

Arabic and English skills