

**JOB DESCRIPTION**

<b>Job Title:</b>	Finance/ Administration Officer
<b>Location:</b>	Bishkek or Osh, Kyrgyzstan (to be agreed and confirmed)
<b>Reporting to:</b>	Finance/ Administration Manager
<b>Type of position:</b>	National
<b>Grade and Salary:</b>	Gross salary USD 800
<b>Contract terms and hours:</b>	Fixed term contract, standard working week is 37,5 hours

**Background:**

Saferworld is an independent international organisation working to prevent violent conflict and build safer lives. We work with people affected by conflict to improve their safety and sense of security, and conduct wider research and analysis. We use this evidence and learning to improve local, national and international policies and practices that can help build lasting peace. Our priority is people – we believe in a world where everyone can lead peaceful, fulfilling lives, free from fear and insecurity. We are a not-for-profit organisation operational across East Africa, Central, South and South East Asia and the Middle East and North Africa.

Saferworld is committed to providing a safe and trusted environment that safeguards our staff, partners and communities. Our organisational integrity is derived from the values and principles that underpin and guide our work.

Saferworld has been active in Central Asia since 2009. We have offices in Bishkek and Osh, and programmes in Kyrgyzstan, Tajikistan and Uzbekistan. We help build trust and improve services by bringing people and security providers together. We encourage accountability and cooperation between communities and authorities to ensure that people's security needs are addressed, and work on addressing women and youth concerns. In Kyrgyzstan, we work to improve cooperation and understanding between ethnic groups, communities, the police and local authorities. Together with our partners, we develop and support civil society networks to address issues, which affect people's security. We also advocate with government officials and civil society for improved policies and services for conflict-affected communities and for effective conflict prevention. Our work focuses in particular on working with women and young people, – who are often left out of decision-making processes.

**Job purpose:**

The Finance/ Administration Officer will support Finance/ Administration Manager and the team in financial management of Saferworld's' new project relating to supporting young people's peace and mental health needs and other projects in Kyrgyzstan. The Finance/ Administration Officer provides contribution to project implementation through planning, monitoring and oversight of finance and operation of Saferworld and partner CSOs. The post requires working closely with civil society organizations to oversight budgeting and expenditure of project funds. S/he will also contribute to the finance and operation reporting to the donor.

**Roles and responsibilities:**

**The efficient and transparent reporting and implementation of finances**

- Assist to Finance/ Administration Manager with mandatory regular reports to London office and donors;
- Keep financial records and perform financial procedures (e.g., receipts, payments requests, advances, expense reports) and etc.;
- Regularly and on the daily basis cooperating with Saferworld staff and partner staff in field Reconcile monthly accounts;
- Prepare expenses that are authorised and processed in accordance with agreed procedures for both Saferworld and donors;
- Maintain the accounting reporting process, ensuring the accuracy and completeness of ledgers and all supporting documentation and compliance with finance and procurement regulations;

- Managing partner's finance reporting ensuring compliance with Saferworld, donor and local authority's regulations;
- Ensure agreed reporting dates are maintained according to Saferworld's policies, internal and external dead ends.
- Assist in the organisation of internal and external audits;

### Implementation and monitoring of administration procedures

- Maintain effective office systems (e.g., IT support, office maintenance, fixed assets), ensuring these are consistent with Saferworld's operating requirements;
- Support the efficient running of Saferworld office daily operations;
- Support logistics for Saferworld programme activities; assist to the SW staff with logistic, transportation as well as hotel arrangements for both, internal staff and visitors;
- Ensure all procurement processes comply with Saferworld and donor regulations;
- Assist on visa support procedures and other related negotiations with MFA
- Maintain inventory of all project equipment including devices, communications and IT equipment, furniture and other Project assets procured also for the partners;
- Other administration duties as agreed.

### Key working relationships

- **Colleagues in country and regional programme** – communication, reporting, monitoring and support ;
- **Partners and other external stakeholders including donors** – networking, sharing information, collaborative working as appropriate, consultation, capacity-strengthening

### Scope and accountability

<b>Decision making and limits of authority</b>	The Finance and Administrative officer is responsible for smooth implementing and supporting of the team in collaboration with Finance/ Administration Manager. S/he assists in implementation of finance and administrative procedures, ensures continuing relevance to Saferworld's and donor procedures.
<b>Financial resources</b>	Overall responsibility for processing of financial transactions to value of annual: <ul style="list-style-type: none"> <li>• <i>annual budget of USD 599,732</i></li> </ul>
<b>Other resources</b>	Fully responsible for: <ul style="list-style-type: none"> <li>• <i>Office IT equipment and equipment procured during project implementation;</i></li> <li>• <i>Responsibility for premises maintenance and security;</i></li> </ul>
<b>People management</b>	<i>Responsible for finance and administrative officers of three CSO partners</i>
<b>Legal, regulatory and compliance responsibility</b>	Responsible for: <ul style="list-style-type: none"> <li>• <i>Any requirement to ensure compliance (e.g. financial regulations, health and safety, labour law, safeguarding) e.g.</i></li> <li>• <i>Legal procedures required by local legislation;</i></li> <li>• <i>Regularly and on time submission of reconciliation acts with vendors.</i></li> </ul>

### Person specification

#### Finance:

- At least 3 years' experience in finance and administration, ideally for an international NGO;
- Experience in operating in accounting systems;
- Experience in bookkeeping and computerised accounting systems and/or SUN;
- Experience in making improvements to financial systems; an aptitude for this works an advantage;
- Experience in reporting to the donors in an NGO environment;
- Good understanding of the laws of Kyrgyzstan related to tax, insurance, etc.

**Administration**

- Experience in Administration policies, procedures, and systems;
- Experience of setting-up and managing office systems;
- Excellent IT skills, including Microsoft Office (Outlook and Excel);
- Good planning, organisational skills, and efficient work methods.

**Personal qualities**

- A positive problem-solving approach;
- Commitment to working in a non-partisan manner, sensitive to differences of ethnicity, religion and gender;
- Demonstrated commitment to principles of transparency, accountability, and honesty;
- Commitment to and compliance with Saferworld's safeguarding principles;
- Commitment to respect and value equality and diversity, and understanding of how this applies to own area of work;
- Commitment to own continuing personal and professional development;
- Commitment to the vision, mission and values of Saferworld;

**Application process**

**To apply:** Download and complete an application form at <http://www.saferworld.org.uk/jobs/jobs> and send to Marie Aziz at [jobs@saferworld.org.uk](mailto:jobs@saferworld.org.uk) with subject Ref: Finance/ Administration Officer Kyrgyzstan

**Deadline for applications: February 12, 2022**