

JOB DESCRIPTION

Job Title:	Finance & Administration Coordinator
Location:	Tashkent, Uzbekistan
Reporting to:	Central Asia Finance & Administration Manager
Type of position:	National
Grade and Salary:	Competitive NGO Salary
Contract terms and hours:	24 months with possible extension depending on funding; 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 work in over 10 countries across Asia, Africa and the Middle East. 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 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’s and youth concerns. In Kyrgyzstan, we work to improve cooperation and understanding between community representatives, the police and local authorities, and marginalized groups. Together with our partners, we develop and support civil society networks to address issues that 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. In Uzbekistan, building on a successful pilot project, we launched our first full project with partner network Istiqbolli Avlod to support women-led civil society organisations in Jizzakh, Namangan and Tashkent regions to work with local authorities and community representatives to resolve local issues and concerns. Now we are working with partners Dialog and Istiqbolli Avlodi in three provinces of Uzbekistan to improve service delivery for gender-based violence and to increase the capacity of shelters and rehabilitation centres.

The Central Asia regional programme is at the initial stage of a regional project which aims to provide spaces for inclusive and locally-led cross-border dialogue with the potential to build sustainable, in-country capacities for effective prevention of violence in the Fergana Valley. The project will be implemented by two local Civil Society Organisations (CSOs): Dialog in Uzbekistan and DIA in Kyrgyzstan, with overall support and coordination provided by Saferworld at the regional level.

Job purpose:

The Finance & Administration Coordinator will support the Central Asia Finance & Administration Manager and the wider team in the financial management of projects in Uzbekistan, one of which is a regional project aimed at empowering civil society in the Fergana Valley to deliver inclusive, locally led peacebuilding and violence prevention initiatives with cross-border and regional scope, while the other supports efforts to address gender-based violence. This position requires close collaboration with civil society organizations in Uzbekistan to oversee the budgeting and disbursement of project funds. The Finance & Administration Coordinator will be responsible for ensuring the efficient financial management of project implementation in line with recognised accounting/auditing standards and Saferworld procedures, in the context of a fast-growing programme in Uzbekistan.

Roles and responsibilities:

Financial management:

- Act as point of contact for financial queries on fund transfers, requests and deliverables from project staff and partner organizations in Uzbekistan
- Regularly track and reconcile employee advances, project expenses and vendor invoices, and ensure expenses are approved and processed in accordance with Saferworld and donor procedures.
- Review and examine partner financial statements and supporting documents (invoices, quotations, and advance / expense reports, purchase requisition) in order to ensure the accuracy, completeness, honesty and validity as per the organizational and local legislation requirements. Ensure that cash disbursements are adequately reconciled prior to making further transfers.
- Ensure compliance with organizational policies, procedures and internal controls and ensure due diligence that funds are being properly spent.
- Support and coordinate project and institutional audits, such as maintaining and organizing all auditable financial documents such as receipts, payment vouchers and so forth.

Financial systems, reports and budgets:

- Support the Central Asia Finance & Administration Manager in preparation of project donor financial reports and budget forecasts in a timely manner
- Support the process of preparing monthly financial reports for submission to HQ
- Support in preparation of monthly management accounts, including actual costs, budget forecasts and cost recovery for staff and overhead costs
- Oversee financial reporting and budgeting in Uzbekistan in the absence of the Central Asia Finance & Administration Manager
- Ensure compliance to standard procedures of the Saferworld financial and procurement manual and donor contractual requirements for expenditure and reporting
- Lead in preparation of payroll, salary transfers and remittance of monthly or annual statutory deductions and returns to the relevant national and state level authorities on a timely basis.
- Manage bank and cash payments of the Uzbekistan programme, and submit financial reports and reconciliations on a monthly basis to the Central Asia Finance & Administration Manager.

Working with Saferworld teams and partners:

- Provide support and induction training to all staff on internal control systems in place to mitigate current and potential risks on financial and compliance related issues.
- Accompany local partners with their financial management and build their financial capacity in budgeting, accounting and internal controls by conducting partners' capacity assessments, financial due diligence, and financial management training.
- Visit partner offices for procedural oversight, training and general support

Administration:

- 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 the Uzbekistan programme's daily operations;
- Support logistics for Uzbekistan programme activities; assist staff with logistics, transportation and hotel arrangements for staff and visitors;
- Ensure all procurement processes comply with Saferworld and donor regulations;
- Assist on visa support procedures and other related negotiations with the Ministry of Foreign Affairs
- Maintain an inventory of all project equipment including devices, communications and IT equipment, furniture and other project assets procured for partners;
- Perform any other necessary administrative duties, as required.

Key working relationships

- **Colleagues in Uzbekistan and the Central Asia regional programme** – providing financial management support to the team, as well as reporting and monitoring;

- **Partners and other external stakeholders including donors** – networking, sharing information, collaborative working as appropriate, consultation, capacity strengthening
- **Colleagues in the London-based Finance Department**– working collaboratively on budgeting, compliance and financial reporting; providing and receiving specific support, as required

Scope and accountability

Decision making and limits of authority	The Finance & Administration Coordinator is responsible for the smooth implementation and support of the team in collaboration with the Central Asia Finance & Administration Manager. S/he assists in implementation of financial and administrative procedures, ensures continuing relevance to Saferworld's and donor procedures.
Financial resources	Overall responsibility for processing of financial transactions to value of annual: <ul style="list-style-type: none"> • <i>As per projects' budget</i>
Other resources	Fully responsible for: <ul style="list-style-type: none"> • <i>Office IT equipment and equipment procured for project implementation;</i> • <i>Responsibility for the maintenance of office premises and security;</i>
People management	<i>Close cooperation with the finance and administrative staff of CSO partner organisations</i>
Legal, regulatory and compliance responsibility	Responsible for: <ul style="list-style-type: none"> • <i>Ensuring compliance with Saferworld policies and procedures</i> • <i>Ensuring compliance with national legislation and donor requirements.</i> • <i>Ensuring all accounts are completed and recorded in line with country financial regulations.</i>

Person specification

Finance:

- University degree in Finance, Accounting or a similar discipline, or equivalent experience.
- Sound work experience in finance with an International NGO
- Able to use Microsoft Word, Excel, Outlook.
- Experience of accounting software (e.g. 1C, SUN System, etc.)
- Trustworthy, with excellent attention to detail.
- Proven experience working effectively as part of a team.
- A commitment to working in a non-partisan manner.
- Experience of working with partner organisations and in providing training to partner finance staff.

Administration

- Experience in administrative policies, procedures, and systems;
- Experience of setting up and managing office systems;
- Good planning and organisational skills, and efficient work methods.

Personal qualities

- Fluency in English, Uzbek and Russian.
- A positive problem-solving attitude and approach;
- Excellent relationship building and communication skills, including ability to facilitate dialogue and provide advice, guidance and coaching.
- 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: Please send a letter of interest and CV to jobs@saferworld.org.uk with subject Ref: Finance & Administration Coordinator.

Deadline for applications: December 11, 2023