

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

JOB TITLE:	<i>Finance and Admin Officer, PRCM Region</i>
DIVISION/DEPARTMENT:	<i>Africa Partnership Secretariat</i>
LOCATION:	<i>Dakar, Senegal</i>

1. OVERALL PURPOSE OF JOB

To ensure effective finance and administration management of the BirdLife team in Dakar and its projects and programmes, as well as provide finance and administration support to Partners in in the PRCM Region.

2. WORK RELATIONSHIPS

REPORTING TO (LINE MANAGER):
Head, PRCM Region
REPORTING TO JOB HOLDER (LINE MANAGED STAFF):
<ul style="list-style-type: none"> Admin Assistant (<i>tbr</i>)
PRINCIPAL OTHER WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT: (<i>Include nature of work relationship</i>)
<ul style="list-style-type: none"> Finance and Administration Officers at BirdLife Secretariat in Accra, Finance and Administrative coordinators in Nairobi and Cambridge Fundraising Task Force – priority setting, proposal writing and programme implementation (including reporting). BirdLife staff in Dakar Project Office
PRINCIPAL WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK : (<i>Include nature of work relationship</i>)
<ul style="list-style-type: none"> BirdLife network especially African BirdLife Partners, Supporting Partners (especially RSPB and VBN) and project implementing partners in the PRCM region
PRINCIPAL EXTERNAL RELATIONSHIPS/RESPONSIBILITIES: (<i>Include nature of work relationship</i>)
<ul style="list-style-type: none"> Manage contracts for all outsourced services and ensure that they deliver value for money and are regularly reviewed.

2 (a). KEY WORKING RELATIONSHIPS GRID

In addition to, and as an aid to the descriptive section above, rank each contact group on level 1-3 as indicated below. This is intended to cover the importance to maintain BirdLife’s reputation across most of the major contact types relevant to the Secretariat. The level of contact should be assessed with consideration to the level of responsibility and influence and level of independent exposure. The exposure might be in different forms (e.g. verbal or written form) and might be direct or indirect (e.g. presentation or publications/outputs directed to particular sectors.

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

Contact	Level (1-3)	Contact	Level (1-3)	Contact	Level (1-3)
BirdLife network / other NGOs	2	General public	1	Policy makers (institutional /politicians/ corporations)	1
BirdLife advisory groups, committees, reg. councils	1	Press & media	0	Funding organisations (institutions, foundations, corporations)	2
BirdLife Global Council	0	Regulators/ legislators/ auditors	3	Individual donors/ members	1
Suppliers/service providers	3	Scientific community	1	VIPs/ royalty/ high worth individuals	0
Level of Contact 1. = General Informing. "Appearance, first impressions". May have some independent outside exposure and contact, primarily informative. 2. = Presenting/Representing/Reporting "Relationship management". Independent exposure representing BirdLife. Maintaining individual contacts. Usually managing information flow. 3. = Justifying/Negotiating - "Influencing decision makers". Independent exposure as lead contact, representing Birdlife to highly influential people. Responsible for complex and sensitive/high risk communications. Note: There is some additional guidance on this in the role evaluation sheet that should be used alongside new role descriptions.					

3. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES

<p>By main work area:</p> <ul style="list-style-type: none"> • <u>Financial Accounting/Financial Procedures</u> <ul style="list-style-type: none"> - Prepare monthly accounts for project and core expenditures and ensure their timely submission after review by the Head of PRCM Region to the Finance coordinator. - Ensure effective and efficient filing of finance and administration documents in compliance with donor contracts and BirdLife procedures. - Prepare financial and budgetary reports and related statements to update senior management and technical officers to ensure coordination and decision-making. - Refer for action to financial rules and regulations, giving appropriate explanations and suggesting remedial or alternative action as appropriate; verify availability of funds and provide financial clearance on requests/documents within authorized limits. • <u>Administrative Support</u> <ul style="list-style-type: none"> - Provide administrative support for BirdLife team in Dakar. - Provide personal administrative support to the Head of PRCM Region - Deal with logistics, contribute to budgeting, manage petty cash and procurements and ensure smooth administrative functioning of the BirdLife team in Dakar. - Provide administrative support to BirdLife field staff, visitors, and members of the BirdLife African network (or other NGOs) as appropriate. • <u>Conferences, workshops and regional meetings.</u> <ul style="list-style-type: none"> - Support the organisation of events: conferences, workshops and regional meetings. - Co-ordinate travel arrangements and related matters for BirdLife team in Dakar personnel. - Support to other Organisations affiliated to BirdLife with co-ordination of events and workshops as may be requested from time to time • <u>Personnel Issues</u> <ul style="list-style-type: none"> - Deal with all personnel issues, i.e. recruitment, induction, staff training, medical insurance, pensions, contracts preparations, work permits for expatriate staff, staff handbook and ensure they are up to date. - Provide financial support for the sub regional office by preparing requisitions, processing expense claims for BirdLife team in Dakar personnel and ensuring salaries and emoluments are done on time

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

- Ensuring compliance with local labour laws and other legal issues
- Facilitate the registration of BirdLife in the country and ensure it complies with all government directives pertaining to NGOs in the country.
- Ensure deduction of taxes and other requisite benefits and payment made to the relevant government departments on time.

- IT Support and Data Bases
- Co-ordinate IT support within the office and ensure back up is up to date in liaison with all Officers
- Maintain and update relevant databases e.g. Partner contacts

- Fundraising/Grant Disbursements
- Supporting calls for proposals and review of grant applications
- Contracting and disbursing grants
- Reviewing grantees' financial reports

4. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

RESPONSIBILITY AREA	LEVEL OF AUTHORITY
Financial/Budgetary	<ul style="list-style-type: none"> • Management of petty cash • Confirmation of flight details
Contracts – Funders	None
Contracts – Staff/Consultants	None
Contracts – Service providers	None
Legal Responsibility	None
Other	None

5. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	Essential: University degree in Finance or business administration, accounting or in other related field.
Job Specific Education/Qualification	<ul style="list-style-type: none"> - A degree in business administration, finance or professional accounting certification, ACCA, CPA - An excellent knowledge of Excel spreadsheets and good computer literacy in all standard Microsoft Office applications - A proven track record of around 5 years' relevant experience - Good knowledge of financial and programme management principles and practices. - Excellent organizational skills. - High motivation and desire to achieve, excellent attention to detail and organizational skills - The ability to work to high standards within tight deadlines - Master's degree is an added advantage
Job Specific Knowledge	Desirable: interest in and understanding of financial and accounting

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

Experience	Essential: At least 5 years of experience in applying administrative and financial procedures through progressive work in finance and accounting activities.
Management & organisational skills	Essential: High motivation, desire to achieve; attention to detail, excellent organisational skills, and ability to work to high standards with tight deadlines. Team worker. Ability to work in a multicultural team.
Communications skills	Essential: Excellent written and oral communication skills
Analytical Skills	Desirable: Ability to analyse complex problems, and generate creative and pragmatic solutions.
Creativity & Initiative	Essential: Flexibility and ability to work independently
Computer Literacy	Essential: computer literacy in all standard Microsoft office applications and social media
Languages	Essential: Oral and written fluency in French and English
Travel requirements	Willingness to travel at short notice when required (but not much travel foreseen)
OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES	
Experience in world class finance and accounting system and Senegalese laws and regulations	

Prepared by:	Date:
Ademola AJAGBE and Dalphine Adre	25 th August 2017