



## Finance and Administration Officer

<b>Vacancy #:</b>	1092
<b>Unit:</b>	Mozambique Country Office
<b>Organisation:</b>	International Union for Conservation of Nature (IUCN)
<b>Location:</b>	Mozambique Country Office, Maputo, Mozambique
<b>Reporting to:</b>	Head of Office
<b>Work percentage:</b>	100%
<b>Grade:</b>	P1
<b>Expected start date:</b>	01 July 2015
<b>Type of contract:</b>	Fixed-term (24 months)
<b>Closing date:</b>	10 June 2015

### BACKGROUND

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THIS POSITION IS OPEN TO MOZAMBICAN NATIONALS OR THOSE WITH THE RIGHT TO WORK IN MOZAMBIQUE

### JOB DESCRIPTION

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Under the guidance of the Regional Finance Manager and reporting directly to the Head of Office, Mozambique on an operational level, the responsibilities of the Finance and Administration Officer will include but not be limited to the following:

#### 1. Financial Management

- a) Ensure that all staff in the Mozambique Office follow financial policies and procedures;
- b) Manage day to day accounting services including accounts payable, accounts receivable, accounts and inter-company accounts
- c) Responsible for preparing vouchers and recording the transactions into the accounting system in the right period and ensuring documentation is updated;
- d) Reconcile balance sheets accounts on a monthly basis
- e) Prepare management financial reports and project financial reports for donors;
- f) Monitoring cash flow, managing petty cash and bank accounts;
- g) Ensure that all projects in the Mozambique office are implemented with sound financial and administrative practices;
- h) Maintain thorough documentation of all financial transactions;
- i) Participate in project budget preparations;
- j) Carry out other duties as may be assigned or required.

#### 2. General Administration

- a) Oversee the procurement of goods and services and usage and maintenance of all equipment including vehicles in the Mozambique Office
- b) Supervise the activities of administrative staff and ensure appropriate training for the team in order to obtain quality services
- c) Maintain an updated inventory of fixed Assets owned by the office/projects, account for depreciation in accordance with IUCN Policies
- d) Maintain and up-date standard consultants contracts and perform checks on all consultants' contracts.
- e) Work with the Head of Office and the Regional Human Resources Manager in the development and implementation of operational and human resources procedures ensuring IUCN complies with all local labor laws and all staff are registered with the appropriate authorities as needed
- f) Ensure effective HR Administration support in the Mozambique Country Office
- g) Process local payroll and benefits and ensure statutory deductions are in compliance with local tax authorities.

### REQUIREMENTS

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- A degree in Finance/ Accounting or a related field. A professional accounting qualification is an added advantage;
- At least five (5) years' work experience in a similar position, preferably in an international organization or the NGO/development sector;
- Experience of working with Enterprise Resource Planning software is highly desirable. Exposure to/ familiarity with Microsoft Dynamic NAV ERP system will be a distinct advantage;
- An excellent understanding of the Administration and Human Resources functions and practices;
- Familiarity with the Mozambican tax regulations and NGO regulatory framework;
- Must be a highly motivated and results-oriented individual who is able to work independently;
- Excellent interpersonal skills and a strong team player with proven communication and diplomacy with the ability to work effectively with multicultural and multidisciplinary teams with sensitivity and respect for diversity;
- Sound organizational skills and ability to prioritize and deliver assignments as required and able to work under pressure to meet tight deadlines;
- Committed to continuous learning and proactive and mature attitude towards self-development;
- Fluency in both written and spoken English and Portuguese a must;
- Able to travel when required.

## APPLICATIONS

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Applicants are requested to apply online through the HR Management System, by opening the vacancy announcement and pressing the "Apply" button at:

<https://hrms.iucn.org/vacancy/1092>

Applicants will be asked to create an account and submit their profile information. Applications will not be accepted after the closing date. The vacancy closes at midnight, Swiss time (GMT+1 / GMT+2 during Daylight Saving Time, DST). Please note that only selected applicants will be personally contacted for interviews.

Other job opportunities are published in the IUCN website: <https://www.iucn.org/involved/jobs/>

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### About IUCN

*IUCN is a membership Union uniquely composed of both government and civil society organisations. It provides public, private and non-governmental organisations with the knowledge and tools that enable human progress, economic development and nature conservation to take place together.*

*Created in 1948, IUCN is now the world's largest and most diverse environmental network, harnessing the knowledge, resources and reach of more than 1,400 Member organisations and around 16,000 experts. It is a leading provider of conservation data, assessments and analysis. Its broad membership enables IUCN to fill the role of incubator and trusted repository of best practices, tools and international standards.*

*IUCN provides a neutral space in which diverse stakeholders including governments, NGOs, scientists, businesses, local communities, indigenous peoples organisations and others can work together to forge and implement solutions to environmental challenges and achieve sustainable development.*

*Working with many partners and supporters, IUCN implements a large and diverse portfolio of conservation projects worldwide. Combining the latest science with the traditional knowledge of local communities, these projects work to reverse habitat loss, restore ecosystems and improve people's well-being.*

[www.iucn.org](http://www.iucn.org)  
<https://twitter.com/IUCN>