



The Asia Foundation

THE ASIA FOUNDATION PACIFIC ISLANDS

Position Description

TITLE: Finance and Administrative Assistant – Pacific RISE-CTIP **UNIT:** Pacific Islands Office

REPORTS TO: Finance and Grants Manager **SUPERVISES:** None

SUMMARY OF JOB RESPONSIBILITIES

The Pacific Regional Initiative and Support for More Effective Counter Trafficking in Persons (Pacific RISE-CTIP) project is a five-year project implemented by The Asia Foundation with funding from the United States Agency for International Development (USAID). Pacific RISE-CTIP aims to address trafficking in persons (TIP) through a holistic, multi-sectoral approach that engages an inclusive cross-section of PIC stakeholders from government, civil society, and the private sector to strengthen TIP prevention, protection, and prosecution.

Pacific RISE-CTIP is seeking applications from qualified Fiji nationals, or Pacific Islanders who are eligible to work from Fiji for the position of finance and administrative assistant. The candidate selected will report to the finance and grants manager and will provide financial support to ensure that the project's systems and processes are in comply with Asia Foundation and USAID policies and procedures as well as provide administrative support to all team members for the planning and execution of relevant project activities.

Internal: Interaction with the Pacific RISE-CTIP team, other program units within the Foundation, especially the Finance and Administration unit of the Foundation.

External: Regular contact with Pacific RISE-CTIP project partners, government agencies and stakeholders for project implementation and monitoring.

REQUIREMENTS

Education: Tertiary qualification in Accounting, Finance, Business Administration, or another related field

Experience:

- At least four (4) years professional experience working in a similar role, preferably for a regional program or donor-funded activity.
- Experience in administrative and financial management, budget monitoring, cash management and internal control procedures.
- Experience in logistics support and procurement.

Skills:

- Strong written and spoken English language skills.
- High level of computing skills with experience in word processing, spread sheets, and databases.
- Excellent interpersonal and communication skills and experience in liaising with a range of partners, stakeholders, and vendors.
- Enthusiasm and ability to work as part of a team, while being able to work independently. and
- Demonstrated ability to work collaboratively and effectively at a range of administrative levels in a cross-cultural setting.

JOB FUNCTIONS

Financial Management

- Assist in preparing project budgets, project document revisions, budgets for activities and expenditure forecasts.
- Assist and guide project management in monitoring project funds as well as in maintaining the internal financial controls of projects.
- Reviews all types of payments starting from purchases to payment requests verifying that they are duly authorized, and all the supporting documents are attached before preparing payment vouchers in QuickBooks
- Assist in the analysis of actual expense versus the approved budget.
- Support bookkeeping management (through QuickBooks and Excel spreadsheets) for project budget and expenses.
- Assist in maintaining financial records for the project and monitoring systems to record and reconcile expenditures, balances, payments, statements and other data for daily transactions and reports.
- Facilitate payment of office utilities, rental, and other services.
- Facilitate the release of checks and payments to suppliers, service providers, and staff.
- Monitor and liaise with vendors to ensure all invoicing, program cash flow and budgeting information is current and accurate.
- Assist the finance and grants manager in conducting subgrantee due diligence assessments.

- Support the finance and grants manager in reviewing subgrantee financial reports (TAF209) and supporting documents from partners.
- Support the finance and grants manager and program team in reviewing grantees' technical proposal and budget.
- Support the finance and grants manager in providing orientation and training to subgrantees.
- Support the preparation of Letters of Grants/Amendments and make sure all the relevant documents are properly attached in the agreements/amendments.
- Responsible for the project's petty cash fund.

Administrative and Logistical Support

- Maintain office facilities in good order, including negotiating with property maintenance services.
- Manage Pacific RISE-CTIP assets and IT equipment through asset registers, insurance, maintenance, and repairs.
- Develop and maintain databases of Pacific RISE-CTIP's stakeholders and vendor contacts (organized by country, organization, and individuals), technical advisory and consultant contact lists, and others as needed.
- Assist in maintaining accurate and up-to-date electronic and manual filing systems.
- Provide office administration, clerical, and receptionist support to the program team.
- Procure and arrange for pick-up of postage, office supplies and other errands.
- Administer recruitment processes, including arrangements for advertisement and providing logistical support for interviews.
- Perform other duties as directed by the deputy chief of party and finance and grants manager