



Finance and Administrative Officer (Level B)

Programme:	Africa and West Asia Programme (AWA)
Unit:	Sudan Programme
Duty Station:	Khartoum, Sudan
Title of Line Manager:	Finance and Administrative Manager

Context

International IDEA is managing a three-year EU funded programme to support Sudan's transition to a democratic system of government, and to contribute to SDG 16 to promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels.

The programme seeks to support the democratic transition by supporting the establishment of mechanisms for dialogue and consensus building on the transition process; strengthen stakeholders' capacity for constitution building; enhance stakeholders' capacity for electoral reform that will facilitate credible electoral processes; and strengthen citizens awareness on the transitional process and broader democratic governance practices. It is anticipated that Sudan's transition period and processes will provide an opportunity for Sudan's transition to democracy.

The Finance and Administrative Officer will provide high level financial and administrative support in accordance with project needs and requirements for the Khartoum Office, and will be responsible for accounting, payments, bank account management and providing support to the office on financial and procurement aspects. Under the supervision of the Finance and Administrative Manager, the incumbent will perform the following duties:

Duties and Responsibilities

- Processes invoices, programme advance requests, programme expenditure reports, utilities, fuel etc. and prepares payment requests accordingly;
- Assists with expenditure control, ensuring adherence to International IDEA policies and procedures and advising team members on possible cost saving measures;
- Prepares and supports the administration and performance management of contracts and agreements for service providers and/or partner organizations in line with International IDEA policies and in collaboration with the Procurement Officer;
- Coordinates and monitors the usage and maintenance of the office equipment and vehicles;



- Prepares and follows-up regarding the collection of VAT refunds from Sudan Government Revenue and customs authorities where applicable; Liaises with the Ministry of Foreign Affairs, DHL, UPS and other providers to facilitate the import of items, as required;
- Prepares monthly expenditure receipts and reports on data entering into the centralized accounting system;
- Reconciles bank statements and petty cash funds of the office on a monthly basis;
- Produces and regularly updates cash flow forecasts and ensures timely remittance requests to ensure sufficient funds are available to meet programme commitments;
- Operates and maintains use of computerized accounting systems and spread sheets to assist day to day accounting procedures and reporting requirements;
- Ensures compliance with EU financial and procurement policies for donor funded projects;
- Conducts risk management in line with International IDEA's risk management policies and procedures;
- Maintains records for fixed assets and updates them on a quarterly basis.

General Profile

- Clarifies financial information and requirements with diplomacy and clarity to team members and partners;
- Requires good knowledge, excellent skills and initial experience in their field;
- Adds value to team-based activities in his/her unit; collaborates with other entities of the Institute as required;
- Can be expected to travel globally to any geographical area involved in his/her projects;
- Follows internal procedures to ensure high standards of performance and compliance with Institutional guidelines;
- Acts in accordance with International IDEA's Core Values: Respect, Integrity and Professionalism;
- Integrates a gender and diversity perspective in all activities.

Reporting Line

- Finance and Administrative Manager

Functional Knowledge

- Has established skills to perform a range of day-to-day activities.

Operational Knowledge, skills and experience

- Integrates a results-based approach into his/her activities;
- Understands how the assigned duties relate to others in the team and how the team integrates with others throughout the organization; Uses knowledge of how the team integrates with others to accomplish team objectives;
- Illustrates integrity, a collaborative spirit, a sense of achievement, and an understanding of risk management.

Leadership

- No people management responsibility over permanent staff;
- Acts as a model and resource for more junior colleagues;



Problem Solving

- Recognizes and solves typical problems that can occur in own work area; evaluates and selects solutions from established options.

Impact

- Impacts the quality, timeliness and effectiveness of the function; uses discretion to modify work practices and processes to achieve results or improve efficiency.

Communication and Interpersonal Skills

- Liaises regularly with all internal and external stakeholders involved in his/her projects;
- Acts in all assignments with personal energy and engagement;
- Fluent in written and oral English and Arabic is required; Any other widely spoken language in an International IDEA priority region would be an asset.

Education and Experience

- University degree in business, financial management or other relevant discipline;
- Minimum three (3) years of progressive responsibility in supporting Accounting, Finance, Administration and Grant Management functions;
- Full or part professional qualifications in finance and accounting, for example ACCA are considered advantageous;
- Knowledge of award and contract regulations and reporting requirements of EU and/or other major donors advantageous;
- Experience in working in an international context, e.g. in an intergovernmental organization, considered an advantage;
- Excellent knowledge of Microsoft Office package (including MS Word, Excel and PowerPoint) and Internet is required; Knowledge of ERP systems is desirable.