



Senior Finance and Administrative Officer (LOC 6)

Team: Supporting Libya's House of Representatives

Division: Africa and West Asia Region

Duty Station: Tunis, Tunisia

Title of Line Manager: Finance and Administrative Manager

Context

The International Institute for Democracy and Electoral Assistance ('International IDEA') is proposing to implement an Action to support Libya's House of Representatives ('HoR'). The proposed Action seeks to support the HoR's Secretariat General (the 'Diwan') through the following **outputs**:

- Enhanced Research Capacity of the Diwan;
- Enhanced Capacity of the Diwan's organization, management and administration functions;
- Enhanced capacity of Diwan staff to support the HoR's legislative functions;
- Enhanced capacity of Diwan staff to support the HoR's oversight functions;
- Enhanced capacity of Diwan staff to support the HoR's representation and citizen engagement functions;
- Advisory services provided on issues of Libyan and international law; and
- Enhanced Diwan collaboration with other parliaments for the purposes of capacity development and knowledge-sharing.

Through these outputs, the Diwan will become better equipped to help strengthen the effectiveness of the HoR (**specific objective**). That enhanced capacity will in turn help (i) improve the accountability of democratic institutions in Libya such as the HoR, as well as (ii) allow the HoR to exercise its legislative, oversight, and representation functions such that it can become transparent, inclusive, responsive, and accountable to Libyan citizens (**impact objectives**). The achievement of these objectives will contribute to the Action's **overall goal**: to foster a functioning, rights-based, participatory and representative democracy in Libya.

The Senior Finance and Administrative Officer will provide a high level of financial and administrative support to all activities within the EU funded project, in accordance with International IDEA and donor policies and procedures.

The incumbent will also coordinate all administrative activities within the project and will provide high-level administrative support. He/She will serve as a contracting and procurement focal point and

ensures the quality-checking of invoicing, procurement, contracts, and personnel documents.



Duties and Responsibilities

1) Finance

- Performs all duties related to the Supplier's Ledger including processing of invoices, payments, maintenance of supplier accounts and recording of transactions, ensuring that transactions are properly authorized in accordance with delegated authority.
- Monitors cash flows, forecasting and ensure adequate cash levels are maintained in the Tunisia office;
- Prepares monthly financial reports and monthly reconciliation of accounts as applicable;
- Processes project advance requests and project expenditure reports in consultation with Regional and HQ offices;
- Supervises expenditure control in relation to the Tunisia office, ensuring adherence to International IDEA policies and procedures, including grant budget monitoring; and advising team members on possible cost saving measures.

2) Administration, Procurement and Compliance

- Serves as the procurement and contracting/contracts focal point for the Tunisia Office;
- Ensures that procurement processes are planned and coordinated in a timely manner and in compliance with the policies and procedures of the Institute and any relevant Donors;
- Coordinates and contributes to the preparation of contractual documents for consultants and service providers as required in line with International IDEA policies and procedures;
- Ensures contracts and supporting documents are quality checked in advance of approval circulation and signing;
- Ensures that International IDEA complies with relevant national laws and procedures pertaining to finance and administration;
- Ensures compliance with donor financial and procurement policies including financial reporting obligations where applicable;
- Trains new staff and newly hired Administrative Assistants on administrative matters and advises staff on internal financial related policies and procedures and their use (e.g. travel policy, accounting and finance policy, reimbursement policy, etc.).
- Maintains proper documentation and records for the office including project finances, procurement, Human Resources, funding and fundraising records;
- Controls the facilities of the office, such as managing leases, insurance policies, vehicles, inventory control and record-keeping;
- Works with the Programme Manager to serve as a focal point for Human Resources matters in the Tunisia office;
- Acts as a risk focal point for the office.

3) Budget and Grant Management

- Contributes to preparation and drafting of donor financial proposals;
- Work with the Head of Finance and Operations AWA in the preparation and drafting of donors' financial reports
- Prepares, updates and maintains proper documentation and records for the office including project finances, procurement, Human Resources, funding and fundraising records;
- Contribute to the preparation of and responding to the office and project audits related to the Tunisia office;
- Prepares interim, periodic and final budgets, budget revisions, financial statements, reports and other as may be required by the Programme Manager, Regional Director or HQ as applicable.

General Profile



- Is recognized as a knowledge resource in his/her broad professional community;
- Can work with minimal guidance and supervision;
- Adds value to team-based activities in his/her unit; collaborates with other entities of the Institute;
- Acts as a model or mentor for less experienced colleagues;
- 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.

Reporting Line

- Head of Finance and Operations, AWA

Functional Knowledge

- Has in-depth knowledge in own discipline and good understanding of related disciplines to be able to approach programmatic issues in a holistic manner.

Operational Knowledge, skills and experience

- Collaborates with internal Project Managers and external donor finance functions to align financial and technical reporting to ensure the integrity of the project/programme;
- Integrates a results-based approach into the design, management and evaluation of all his/her activities;
- Has a good understanding of relevant programmatic issues in the key geographical zone where his/her work is implemented – which may imply field experience at some point;
- Illustrates integrity, a collaborative spirit, a sense of achievement, and an understanding of risk management in past experiences.

Leadership

- No people management responsibility over permanent staff;
- Acts as a model and resource for more junior colleagues;
- May assume project management responsibilities.

Problem Solving

- Identifies and resolves complex problems; approaches issues with new perspectives; analyses situations from a multitude of intervening factors.

Impact

- Has a clear impact on the financial development and delivery of projects and programmes;
- Can also impact other teams and projects in related fields.

Communication and Interpersonal Skills

- Liaises to all internal and external stakeholders involved in his/her portfolio; acts and is perceived as an initiator of relevant communication to solve issues;
- Drives projects and assignments through communicative personal energy and engagement;
- Translates financial concepts to, and effectively collaborates with colleagues who do not necessarily have finance backgrounds;
- Can explain sensitive information with diplomacy and build consensus;
- Fluency in written and oral in English, French and Arabic required



Education and Experience

- University degree in financial management, business management, accounting, finance, administration, and grant management or other related discipline;
- A minimum of five (5) years of progressively responsible professional experience in project/programme management and design, administration, grant management, including experience in budgeting, costing, monitoring and implementation;
- Professional qualifications in finance and accounting (e.g. ACCA, CFA, CPA, CMA) are considered strong assets;
- Excellent knowledge of Microsoft Office package (including MS Word, Excel and PowerPoint);
- Experience working with donor grants (e.g. EU, USAID, DFID, FFO) considered advantageous;
- Experience working in an international context in the development field with non-governmental or intergovernmental organizations considered an advantage.