



Finance Assistant (LOC D)

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 Finance Assistant will provide financial support to program and project activities within the EU funded project, ensuring adherence to International IDEA and donor policies and procedures.

Duties and Responsibilities

- Processes invoices, advance requests, expenditure reports etc. in accordance with International IDEA's policies and procedures;
- Assists with expenditure control and checks expenditure against budgets;
- Supports the review and verification of financial transactions, activities, and documentation; taking corrective actions as needed and reporting any unusual activities;
- Registers and upload contracts to the ERP system when necessary;



- Allocates invoice costs, and verifies compliance of invoices in accordance with International IDEA's policies and procedures;
- Processes and records cash and bank payments and ensures supporting documentation is collected;
- Maintains petty cash, balancing and posting to the ERP system;
- Prepares monthly tax declarations;
- Registers invoices and daily transactions in International IDEA's accountancy system;
- Checks the compliance of supporting documentation for expenditure reports;
- Maintains a filing and archiving system for accounting, financial documents and records;
- Maintains suppliers' ledgers accounts and proceed with the clearance of Accounts Payable open items;
- Supports the staff with travel arrangements including travel requests, travel advances, travel claims and other associated issues;
- Assists staff, external consultants and participants for reimbursements.
- Assists in the preparation of the monthly financial reports and bank reconciliation.
- Assists in preparation and provision of supporting documents for both institution and project audits.

General Profile

- Has developed knowledge and skills through formal training or work experience;
- Adds value to team-based activities in his/her unit; collaborates with other entities of the Institute as required;
- 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 the 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;
- Illustrates integrity, a collaborative spirit, a sense of achievement, and an understanding of risk management.

Leadership

- No direct people management responsibility.



Problem Solving

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

Impact

- Has an impact on the programme development and delivery through the quality of the services or information provided

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.
- Fluency in written and oral English and Arabic is required. Knowledge of French would be considered an asset.

Education and Experience

- High school diploma is essential; University degree in finance or accounting or related field from a recognized university is considered an advantage;
- Minimum of two (2) years of professional experience in finance and accounting;
- Experience of working in an international context, e.g. in an intergovernmental organization, is considered an advantage;
- Experience working in high-risks areas is considered an asset