

## **Administrative and financial Assistant**

**Position title:** Administrative and financial Assistant

**Location:** ACTIV centre, second lagoon

**Duration:** three months contract with possibility of extension up to annual based on performance and need

### **DUTIES & RESPONSABILITIES**

Under the supervision of the managing director, the Administrative and financial Assistant will perform administrative and financial duties outlined below.

#### **OFFICE ADMINISTRATION**

##### *1. Provides support for preparation of documents, correspondence and reports*

Main activities:

- Applies computer packages:
  - Word Processing
  - Spreadsheets
  - Presentations (including desktop publishing);
- Prepares drafts of correspondence;
- Liaises with and provides assistance to logistics and administration responsibilities;
- Ensure the supply of input materials conditions for the office such as stationery.
- Maintain confidential records and files;
- Maintain staff attendance, security and leave records of staff;
- Arrange for staff payment of wages;
- Administrative support to organization for conference, workshops;
- check for orders and prepare invoices;

##### *2. Supervises the inventory and stock control*

Main activities:

- overseeing the inventory levels of supplies, raw materials and packaging to identify shortages
- Devising ways to optimize inventory control procedures
- Ensuring product stock is adequate for all distributions channels and can cover direct demand from customers
- Checking packaging and products stock for different production lines.
- Recording daily deliveries and sales and shipments to reconcile inventory.
- Using software to monitor demand and document characteristics of inventory.
- Placing orders to replenish stock avoiding insufficiencies or excessive surplus.
- Evaluate suppliers to achieve cost-effective deals and maintain trust relationships.

### *3. Provide receptionist services*

#### Main Activities:

- Greet and assist visitors
- Answer phones
- Direct calls and respond to inquiries

## **FINANCIAL ADMINISTRATION**

### *4. Assist in monitoring projects budget and financial expenditures and their conformity to the work-plan*

#### Main Activities:

- Enters requisitions/purchase orders in MYOB for expenditures;
- Prepare bank reconciliations
- Create, develop and maintain financial records including spreadsheets, monthly financial reports and annual and losses statement and balance sheet;
- Work closely with the managing director and the sales manager and other relevant staff to ensure smooth operation of all finance matters;
- Assists in preparation of payments by collecting invoices and reviewing their contents for further processing.
- Follow up with vendors for timely receipt of invoices and clarify their contents.
- Perform control and compliance checks of financial accounts with our chartered accountant

## **QUALIFICATIONS**

- Completion of secondary school is required. Supplementary training in finance, budget, accounting, administrative and stock management and/or related area is required;
- MYOB experience essentials;
- warehouse management System (WMS) experience essentials;
- At least 5 years of practical work in accounting and administration. Experience working with other NGO's is welcome;
- Fluent in English, French and Bislama (listening, speaking, reading, writing).

## **PERSONAL SKILLS**

- Good understanding of accounting processes and procedures;
- Excellent record-keeping abilities
- Ability to maintain a high level of accuracy confidentiality concerning financial and employee files;
- Good organisational skills used in planning own work;

- Self-motivated and enthusiastic, transparent, honest and trustworthy,
- Excellent verbal and written communication skills;
- Ability to solve tasks independently and as part of a team;
- The applicant should be versatile & flexible so as to quickly adapt to changing situations.
- A certain level of flexibility regarding availability outside normal working hours is required to attend work-related events.
- Ability to work in a multi-cultural team environment with a positive attitude.