

FINANCE & ADMINISTRATION ASSISTANT JOB DESCRIPTION

Position: Finance & Administration Assistant

Department: Finance & Administration

Place: Based at Port Moresby, Papua New Guinea

Duration: 1 year (renewable)

Expertise France

Expertise France, an entity of the French Development Agency (*Agence Française de Développement, AFD*) Group, is the French government's international technical cooperation agency. Its role is to design and manage donor-funded international cooperation projects in fields such as governance, security, health, education and the environment. The European Union (EU) and the French Government constitute Expertise France's main donors.

Mission description

Under the supervision of the Finance & Administration Manager, the Finance & Administration assistant contributes to the operations of the Department. The Finance & Administration assistant is the point of entry for payment files and most stakeholder requests.

Main tasks include:

1. Payments

- Receive payment files submitted by other departments of the Expertise France Country office;
- Provide a first-level review of the documentation and ensure payment requests are complete and compliant with Expertise France procedures;
- Liaise with submitting department in case payment requests are incomplete or incorrect;
- Consolidate payment requests reports on a biweekly basis and submit the list to the Finance and Administration Manager for approval;
- Prepare payment authorisation forms for compliant payment requests;
- Sharing payment schedule and remittance advice to internal and external stakeholders;
- Liaise with vendors to collect invoices and state of account;
- Update payment trackers.

2. Petty cash management

- Custodian of the petty cash box;
- Perform cash payment in or out of the office;

- Monitor and document balance of the cashbook;
- Monitor and document operational advances;
- Collect cash needs from other departments;
- Request funds from Finance & Administration Manager when available funds are not sufficient to support the operations;
- Support preparation of payments reports;
- Recording cash flows (expenditures, funds transfer, operational advances, etc.);
- Transmit all relevant information and documentation to the Accountant.

3. Filing, Audit & Compliance

- File processed payment according to Expertise France's filing procedures (physical & digital filing);
- Maintain a consistent naming nomenclature and indexing methodology;
- Perform integrity checks (physical & digital filing);
- Assist audit preparation works;
- Assist implementation of new procedures or tools.

4. Other duties

- Participate in covering duties in case of leaves or vacancy;
- Upon request, perform any task that matches his/her level of responsibility and his/her role in the department.

Required Profile

- Bachelor's degree in finance, business administration, human resources, or a related field;

OR

At least 2 year of relevant work experience, including working for government organisations and/or development partners;

- Technology literate with experience in the use of accounting and reporting software (in particular Excel) and other office software (Word, Outlook, other web software);
- Strong oral and written communication skills;
- A strong sense of organisation, rigour and autonomy;
- Dynamic, proactive, able to meet deadlines;

Appreciated skills

- Knowledge of PNG accounting practices and procedures and national financial regulations;
- Problem-solving skills that support and enable informed decision-making;
- Team member, able to provide support to other team members if needed.