



Terms of Reference

Senior Administrative and Financial Associate (Group II)

Department:	Admin and Logistic Support	Duty Station: (Country/City)
Job title:	Senior Administrative and Financial Associate (Group II)	

Supervisory roles, back-up and replacement to be established by the Ho(R)O (Head of (Regional) Office).

1. Job summary:

The jobholder serves as Senior Administrative and Financial Associate (Group II) with responsibility for planning and executing all necessary administrative, financial, accounting and human resources functions. The jobholder is under the supervision of the Head of Office and the direct supervision and guidance of the Administrative Coordinator (AC) or the Administrative and Financial Officer (AFO). The jobholder commits to strict confidentiality.

2. Responsibilities & Tasks:

Within delegated authority, the Senior Administrative and Financial Associate (Group II) is responsible for the following tasks:

Budget & Finance

- Ensures strategic and efficient management of DG ECHO's financial resources following relevant DG ECHO and EU rules and regulations.
- Manages the imprest account in accordance with the established financial circuits and in co-ordination with the line manager, the European Union Delegation imprest account holder and DG ECHO's Field Network Unit. Ensures sufficient supplies of funds in the account and cash in the office by liaising with the appropriate authorised officers in the field.
- Monitors the development of expenditure, ensuring that budgetary overruns do not occur, and prepares requests for possible amendments following the same reporting line.
- Ensures that financial resources are utilised to implement activities in accordance with the Budget and allotments issued.
- Carries out financial needs planning for forthcoming periods and submits proposals for the Operational Budget to the line manager.
- Prepares and follows up the implementation of the annual office budget.
- Verifies that the purchases/investments or ARAs (Administrative Requests for Authorisation) are in line with the budget lines balance and prepares requests for possible amendments following the same reporting line.
- Controls and verifies the payments/transfers preparation and execution.
- Verifies the mission advances and mission claims.
- Verifies the quarterly reimbursement of private use of DG ECHO vehicles and telecommunication means.
- Assists and verifies with the monthly follow up of the office budgets updates.
- Assists with the office and embedded Technical Assistants' (TAs) budgets amendments drafts.
- Proceeds to petty cash inventory at least twice per month.
- Prepares monthly financial reports based on the accounts, with all necessary justifying



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documentation (invoices, bank drafts and bank exchange) and submits them regularly to the appropriate services of DG ECHO HQ through the AC, after obtaining the signature of the imprest account holder.

- Provides training and coaching to newly recruited staff working on budget and finance.

Specific duties for experienced Senior Administrative and Financial Associate

- Reviews and certifies financial transactions and reporting.
- Acts as a focal point on finance, accountancy and accounting tool matters by providing advice and support.
- In case of a new crisis and in the event of the opening of a new field office, plays the role of focal point for establishing and monitoring the new and/or temporary financial system (e.g. cash and budget forecast, replenishment, modus operandi, bank, budget amendment, reconciliation, reporting).

Human Resources Management

- Ensures the implementation of corporate HR management systems and supports and coordinates actions covering the entire span of human resources activities.
- Ensures consistency in the application of DG ECHO rules and procedures.
- Provides advice with respect to conditions of service, duties and responsibilities, and privileges and entitlements under the Staff Rules.
- Gathers applicable labour codes to assist DG ECHO in keeping a consistent employment package vis-à-vis the latest local legislation.
- Assists in the recruitment process from publication of vacancies until signature of the employment contract.
- Supports actions covering the entire span of human resources activities.
- Draws up ARAs regarding vacancies publication and recruitment of national staff.
- Draws up employment contracts.
- Supervises the payment of salaries and overtime to all DG ECHO locally contracted staff.
- Implements and monitors compliance with HR policies.
- Verifies the monthly salary sheets, including extra hours.
- Verifies the end of contract liquidation.
- Carries out the training, briefing and welcoming of newly recruited personnel.

Specific duties for Senior Administrative and Financial Associate *(to be decided in line with the needs of the office)*

- Acts as focal point for briefing new employees on DG ECHO employment package, terms and conditions, etc.
- Assists the HR administration in coordinating the annual appraisal exercise (e.g. form, explanation of rules and procedures, etc.).
- During DG ECHO response to a given crisis and the opening of a new field office, assists in setting up the temporary HR system and supervises its implementation and follow up (e.g. general rules, template contracts, ToR, terms and conditions).



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General Procurement duties and assets management

- Coordinates the procurement process for property and expendable supplies as well as for services regarding the office and the TAs' residences.
- Updates the Fiche Bureau and checks if proper actions are taken to renew contracts.
- Checks annual depreciation inventory lists related to office equipment insurances and submits to AC.
- Verifies the procurement process for property and expendable supplies as well as for services regarding the Regional Office and the TAs' residences.
- Verifies if Purchase Orders or ARAs are in line with budget lines balances.
- Verifies if ARAs are correctly drafted and include all supporting documents.
- Updates the suppliers list used by DG ECHO and ensures transparency and open competition.
- Supervises bi-annual verification of the physical inventory and ID form.
- Verifies if the ARAs concerning purchase, written off, donation or transfer of goods are correct.

General administration

- Ensures the overall smooth running of the DG ECHO Office (e.g. coordination in case of major events and visits, liaison with EU Delegation and HQ, surge support to travel and logistics, follow up of any relevant matter, contact with external providers, support to operations).
- Supervises, monitors and reports on the implementation of support services.
- Maintains oversight for the timely provision of goods and services for office and projects following established procedures.
- Provides advice on appropriate contract modalities.
- Acts as a floater and gives support to RO (Regional Office), field office and HQ if/when requested (e.g. unplanned absence, major crisis, office opening, expansion, etc.).
- Follows up local legislation.
- Drafts administrative and financial notes for the RO/Office on administration, office management, events, ARAs, monthly report/s, etc..
- Supervises the electronic filing structure in liaison with the IT Coordinator to arrange file permission (read and write) and structure revision (new folder/s).
- Maintains and updates administrative and financial files with necessary confidentiality where required.

Specific duties for experienced Senior Administrative and Financial Associate

- Supervises the tasks and responsibilities of the personnel in charge of Finance and Administration. Organises weekly meetings and provides written brief report to the line manager.

Office specific responsibilities/tasks:

(If/When applicable)

- Undertakes any additional tasks as assigned by the HoO/RO and/or HQ.

3. Competencies required:

- **Working and communicating effectively with people:** ability to communicate, support and work effectively with colleagues and teams to achieve collective goals. Building and maintaining excellent relationships with colleagues and partners.



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- **Achieving impactful results and quality:** ability and commitment to organise and perform the job to the highest standards, delivering consistent results and striving for quality assurance.
- **Understanding of the humanitarian and DG ECHO way of working:** ability to support DG ECHO's mandate, strategies and operations, to ensure policy compliance and in particular the correct use of the Key Results Indicators (KRIs), and to ensure DG ECHO's visibility. Ability to ensure the correct application of DG ECHO guidelines and procedures in all the decisions taken.
- **Demonstrating exemplary attitudes and behaviours:** commitment to act in line with DG ECHO and humanitarian values and demonstrating the required and exemplary attitudes necessary for the Field Network.

4. Job Requirements:

Education

- A relevant first level university degree or equivalent professional experience.

Knowledge and Experience

- Minimum 5 years of relevant work experience at national or international level in the area of administration or programme support service, including experience in procurement, human resources and finances, as well as provision of inputs for regular reporting, both financial and narrative.
- Experience in handling complex organisational issues.
- Good knowledge of DG ECHO rules, regulations and procedures.
- Previous experience in a governmental, international or non-governmental organisation is an advantage.
- Very good drafting skills.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.).
- Experience in handling sensitive issues.

Languages

- An excellent knowledge of English (oral and written).
- An excellent knowledge of (indicate the required local language of the duty station).

Disclaimer:

The Authority Authorised to Conclude Contracts (AACC) reserves the right to amend the job requirements in line with the local labour market conditions.