



Job Description and Person Specification

Please note: This statement is for information only and does not form part of a contract. This list is not exhaustive, you will be expected to undertake such duties as may be assigned to you by the Foundation from time to time. WFD is a small team and staff are expected to be flexible in their work to deliver the objectives of the organisation.

Job title	Programme Administrator and Finance Assistant (PAFA)		
Contract type	Full Time - Fixed term	Location	Podgorica, Montenegro
Starting salary	800-1000 GBP Gross depending on experience	Contract length	Until March 2021 (6 months probational period)

Context

The Foundation

Westminster Foundation for Democracy (WFD) is a public body sponsored by the UK Government responsible for supporting the establishment of effective multi-party democracy in developing countries.

Since 1992, we provide training, technical support and enable the exchange of knowledge between the institutions of the UK and those of partner countries.

WFD works in partnership with UK political parties and parliamentary, electoral and civil society institutions. We are implementing programmes in over 30 countries, through a global network of over 20 local offices.

WFD is the main organisation to train and deploy UK election monitors to European Union and OSCE/ODIHR election observation missions.

More information can be found on www.wfd.org.

The Programme – Embedding Democratic Culture

WFD is launching a new CSSF funded project that will operate in six countries: Albania, Bosnia and Herzegovina, Serbia, Montenegro, Macedonia and Kosovo and will be coordinated through a regional Western Balkans office based in Belgrade.

The regional programme titled: “Embedding democratic culture: Delivering for citizens” will focus on three components of work:

- Strengthening Political Parties
- Strengthening Parliamentary Practice
- Strengthening Democratic Institutions and Culture

To deliver the programme, WFD is developing a team of programmatic and technical staff based in six offices across the region and further strengthening its Western



Balkans office. This position will be based in Podgorica, Montenegro and will be responsible supporting the WFD Montenegro office on finance and administration matters.

Main purpose of the role

The Programme Administrative and Finance Assistant (PAFA) will play a critical role in assisting the Country Representative in Montenegro in financial and administration matters.

The PAFA will ensure timely management of financial and administrative procedures and for ensuring excellent communication on, and co-ordination of these requirements with stakeholders. The PAFA is also responsible for all logistics, interpretation support and provides general administrative support and office management.

The post holder will need to be fluent in Montenegrin as well as English, an excellent communicator, organised and efficient, have great attention to detail and establishes, builds and sustains effective relationships within the programme team and with internal and external stakeholders with exceptional financial and administrative experience and skills.

Management and key relationships

Staff managed¹	None
Reports to²	Country Representative Montenegro

Key Relationships

- Country Representative, Montenegro
- Programme Co-ordinator, Montenegro
- WFD’s regional team
- Regional Finance and Admin Office
- Programme Officer Europe (London)
- Management Accountant (London)
- International and local suppliers and stakeholders
- British Embassy, Podgorica

Main Duties

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| 1 | <p>Financial administration for the Programme:</p> <ul style="list-style-type: none"> • Assist with the preparation of Programme budget. • Produce monthly expenditure report and monitor expenditure regularly with the budget lines. • Prepare monthly programme reconciliation and forecast. • Prepare monthly financial reports and claims in line with donor requirements (British Embassy) and WFD procedures • Processing local income and expenditure and inputting all transactions onto SAGE online accounting system. |
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¹ Please note WFD reserves the right to increase or reduce the number of staff managed according to the needs of the organisation.

² Please note WFD reserves the right to change the line of management according to the needs of the organisation.



	<ul style="list-style-type: none"> • Process invoices and bills relating to the programme and in line with WFD policy. • Day-to-day management of office petty cash and bank account. • Monthly bank reconciliations. • Preparation of monthly accruals. • Preparation and analysis of local cash flow – Funds cash requests to WFD headquarters. • Ensure compliance with local regulations, requirements and laws
2	<p>Administrative Support / Office Management to the Programme:</p> <ul style="list-style-type: none"> • Liaise with programme suppliers and service providers, as required. • Apply the procurement process consistently in line with company policy. • Ensure documents and files are accessible and properly filed. • Ensure contact database is up to date. • Order office stationary and supplies, as necessary. • Maintain the office asset register • Responsible for the correct functioning of office equipment • Bills payments and small purchases
3	<p>Logistical Support:</p> <ul style="list-style-type: none"> • Provide logistical support to programme activities including booking venues, flights, accommodation, catering etc. • Work closely with the London office to provide support for visits to the UK. • Assist the Country Representative during events to ensure activities run smoothly. • Help organise meetings for Country Representative and other programme stakeholders, as necessary. • Assist in maintaining contact with key stakeholders, including donors, local partners and implementing agencies working in the same field.
4	<p>Risk Management</p> <ul style="list-style-type: none"> • To maintain an understanding and awareness of WFD’s risk management policy and procedures and to assist in reporting any actual or potential incidence where WFD could be operating outside its financial ‘risk appetite’.

Person Specification

Knowledge, skills and experience

	Requirement	E/D³	Evaluation⁴
1	First degree or similar, in a relevant discipline for e.g. business studies, finance, office administration, project administration, accountancy or bookkeeping	E	Application and interview
2	Experience of, and excellent abilities in, financial administration including management of cash flows, balance sheets, sizeable budgets (planning,	E	Application, interview and test

³ Essential or desirable

⁴ This is relevant for recruitment purposes and sets out how a candidate will be assessed against requirements. Options are application form (App), interview (Int) or test (Test)



	monitoring and reporting), and experience of using accounting packages (e.g. SAGE)		
3	At least two years' experience in a similar role, in a similar type of organisation (preferably working on projects funded by the British government or other major donors)	E	Application, interview and test
4	High levels of proficiency in Excel and experience of using accounting packages e.g. SAGE	E	Application, interview and test
5	Excellent levels of spoken and written English and local languages	E	Application and interview
6	Experience of procurement, and use of hardware, software, scanners and other office equipment	E	Application and interview
7	At least two years' experience in a similar role, in a similar type of organisation (preferably an NGO or international representative office environment)	D	Application and interview
8	Knowledge of the Westminster Parliamentary system and Political Parties, UK and international funding institutions and donor agencies.	D	Interview
Competencies⁵			
	Requirement	E/D	Evaluation
1	Analysis and judgement - Attention to detail, understands the importance of gathering and processing information accurately. Develops systems to gather data needed by the organisation	E	Application and interview
2	Working with others - Recognises that other teams, organisations and communities have different ways of doing things, takes time to understand these and to establish shared understanding and goals. Seeks advice and ideas from others and proactively shares information and learning.	E	Application and Interview
3	Communicating and influencing - Anticipates the needs and concerns of partners and prepares to address these. Tailors communications (written, verbal, presentations) to the audience and designs communication for impact.	E	Application & Interview
4	Delivering results - Tackles difficult problems, seeks to understand the reason for obstacles and takes personal responsibility for finding solutions. Asks questions to clarify expectations and to agree goals. Commitment to task in hand and dedicated to delivering on objectives with the allocated time	E	Application & Interview
5	Excellent organisational skills and the ability to work in a changing environment	E	Application & Interview

⁵ Competencies articulate the behaviours which an organisation expects its staff to demonstrate in the course of their work both to reflect organisational values and add significance and worth.