



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 and 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 in order to deliver the objectives of the organisation.

Job title	Programme Administration and Finance Assistant (PAFA)	Location	Colombo, Sri Lanka
Contract type	Fixed term full-time -Contract for Services	Contract length	Jul 2019 – Mar 2021 (Subject to funding)
Starting salary	MONTHLY GROSS LKR 120,000 – Rs 135,000 pcm (depending on skills and experience)		

Context

The Foundation

Westminster Foundation for Democracy (WFD) is an independent foundation sponsored by the Foreign and Commonwealth (FCO) and the Department for International Development (DFID). WFD specialises in democracy strengthening and does this by supporting the development of and working with parliaments, political parties, independent institutions and civil society organisations in a gender responsive and inclusive way. It is uniquely placed to draw directly on the expertise of the United Kingdom Parliaments and Assemblies and political parties in all its work.

Established in 1992, WFD has supported transitions to democracy in central and Eastern Europe, strengthened multi-party democracies in Africa, and extended its work to the Middle East and North Africa (MENA) and Asia over the past decade. For more information, please visit www.wfd.org

The Programme

WFD is recruiting a Programme Administration & Finance Assistant (PAFA) to support WFD's programmes in Maldives and Sri Lanka. WFD programmes aim to support strengthen the role and functions of Parliament, such as Parliamentary Committees, the Speaker's Office and the rules and processes of Parliament and to support multi-stakeholder engagement with Parliament. WFD also supports Independent Institutions and Civil Society organisations. In doing so, WFD works with parliamentarians, officials, independent institutions, civil society organisations and other stakeholders. Gender equality, human rights, inclusivity and support for thematic areas wherever appropriate are integrated in the work we do.

Main purpose of the role

The Programme Administrator and Finance Assistant (PAFA) will play a critical role in assisting the Sri Lanka Country Representative and the team with the implementation of WFD's programmes in Maldives and Sri Lanka.

This role is responsible for professional programme delivery support; the accurate and efficient preparation and coordination of financial and administrative procedures related to the programme. This role will need to communicate effectively both internally within the country and WFD's head office in London and externally with other key stakeholders. While the role is part of a team, it is expected to work with limited supervision.

Management and key relationships

Staff managed¹ | None

Reports to² | Sri Lanka Country Representative

Key Relationships

- Sri Lanka Country Representative, Maldives Programme Co-ordinator, Finance Officer (if any)
- WFD Programme, Finance and other teams in London, including: Programme Officer, London; Asia Business Partner, London; Office Manager, London
- Other WFD staff members within the Asia Team and region, as appropriate
- Liaise with relevant external partners, consultants, stakeholders, embassies/high commissions, and contractors (e.g. travel agents, hotels) on logistics, finance and administrative issues

Main Duties

1	Programme implementation support: <ul style="list-style-type: none">• Preparation for and support delivery of activities undertaken by WFD in Maldives and Sri Lanka• Coordination of activities to ensure a high-quality delivery including: liaising with internal and external stakeholders (e.g. experts, suppliers) and helping solving issues as they arise, expenditure tracking, etc.• Follow-up on activities to ensure delivery of expected results• Maintain an understanding and awareness of WFD's risk management policy and procedures.
2	Financial <ul style="list-style-type: none">• Assist with the preparation of the Programme budget• Produce monthly expenditure reports and monitor expenditure within the Programme budget lines• Prepare monthly programme reconciliation and forecast• Prepare quarterly financial report in line with WFD and donor requirements• Process local income and expenditure and input all transactions onto the online accounting system

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 petty cash • Preparation of monthly accruals • Preparation and analysis of local cash flow – funds cash requests to WFD London Head Office • Maintain an understanding and awareness of WFD’s risk management policy and procedures and to report any actual or potential incidence where WFD could be operating outside its ‘risk appetite’.
3	Administrative support/office management <ul style="list-style-type: none"> • Liaise with programme suppliers and service providers • Apply procurement process consistent with WFD policy • Ensure documents and files are accessible and appropriately filed • Order office stationery and supplies • Maintain the office asset register • Responsible for the correct functioning of office equipment • Bills payments
4	Logistical support <ul style="list-style-type: none"> • Provide logistical support to programme activities such as booking venues, flights, transport, accommodation and organising catering, etc. • Work closely with the London office to provide support for visits to and from the UK • Assist the Sri Lanka Country Representative and the team during events to ensure activities run smoothly • Help organise meetings for the Sri Lanka Country Representative and other programme stakeholders • Assist in maintaining contact with key players, including donors and implementing agencies working in the same field

Person Specification

Knowledge, skills and experience

	Requirement	E/D ³	Evaluation ⁴
1	First degree, qualification in project management, finance/accountancy, political science or in a relevant discipline	E	Application and interview
2	Experience of project support, research and reporting	E	Application and interview
3	High levels of proficiency in Microsoft Office (Excel, Word, PowerPoint, databases)	E	Application, interview and test
4	Experience of, and excellent abilities in, financial administration including management of cash flows, balance sheets, sizeable and multiple budgets (planning, monitoring and reporting), and experience	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)

	of using accounting packages (e.g. SAGE)		
5	Excellent levels of spoken and written English	E	Application and interview
6	Experience in use of hardware, software, scanners and other office equipment and experience in office administration	E	Application and interview
7	At least three years' experience in a similar role, in a similar type of organisation (e.g. international representative office environment, a civil society organisation, independent public body, thinktank)	D	Application and interview
8	Knowledge of parliamentary and political systems	D	Interview
9	Sound Dhivehi, Sinhala and/or Tamil oral and written skills necessary to communicate with key stakeholders	D	Application and 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 WFD staff and stakeholders and prepares to address these. Tailors communications (written, verbal, presentations) to the audience and designs communication for impact.	E	Application & Interview
5	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
6	Organisation and multi-tasking - Excellent organisational skills, motivated, able to multi-task efficiently, and familiarity with working within a challenging and time-sensitive 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.