



**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.

<b>Job title</b>	Programme Administration and Finance Assistant (PAFA)	<b>Location</b>	Vientiane, Lao PDR
<b>Contract type</b>	Part-time with the possibility of extending to a full-time position.  Fixed term contract for service	<b>Contract length</b>	Initial short-term engagement with the possibility of long-term extension
<b>Starting salary</b>	Part-time: 5,000,000 – 7,000,000 MONTHLY GROSS (Subject to skills and experience)  Please note: should this post be extended to a full time position the Full time Salary is: 10,500,000 – 14,000,000 MONTHLY GROSS		

<b>Context</b>
<p><b><u>The Foundation:</u></b> 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 parliamentary strengthening and political party development. It does this by supporting the development of parliaments, political parties and civil society organisations. It is uniquely placed to draw directly on the expertise of the Westminster Parliament and political parties in all its work.</p> <p>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 <a href="http://www.wfd.org">www.wfd.org</a></p> <p><b><u>The Programme:</u></b> WFD is recruiting an experienced Programme Administrator and Finance Assistant based in Vientiane, Lao PDR to support WFD’s parliamentary strengthening programmes. The Programmes aim to strengthen the core parliamentary role and functions of the National Assembly and Provincial People’s Assemblies (PPAs) such as Parliamentary Committees.</p> <p>The programmes focus on capacitating members of parliament and staff at central and provincial levels to exercise their core mandates on legislation, representation and</p>

oversight more effectively, while integrating gender equality and inclusivity in the work we do.

### **Main purpose of the role**

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

This role is responsible for professional programme delivery support including the accurate and efficient preparation and coordination of financial and administrative procedures related to the programme; collecting monitoring and evaluation data; communicating effectively both internally within the country and WFD's head office in London and externally with other key stakeholders; involving in logistics-related tasks including organising events and meetings; and supporting to the Country Representative where required. While the role is part of a team, it is expected to work independently with limited supervision.

The successful candidate will initially be offered a three-month (part-time – with flexible working hours) contract to support the programme inception phase. Subject to funding, there is a strong possibility of extending the position to a long-term, full-time engagement.

### **Management and key relationships**

<b>Staff managed<sup>1</sup></b>	None
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<b>Reports to<sup>2</sup></b>	Country Representative, Laos
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### **Key Relationships**

- Country Representative, Laos
- WFD staff members of Programme, Finance and other teams in London and Asia region
- British Embassy Vientiane, development partners, staff members of National Assembly and beneficiaries
- Relevant external partners, consultants, stakeholders and contractors (e.g. travel agents, hotels) on logistics, finance and administrative issues.

### **Main Duties**

#### **1 Programme implementation support:**

- Prepare for and support to activities delivery undertaken by WFD in Laos
- Coordinate with relevant stakeholders to ensure a high-quality delivery including problem solving, expenditure tracking, etc.
- Follow-up on activities to ensure delivery of expected results
- Collect evidence-based data for monitoring, evaluation and learning against programme outcomes
- Maintain an understanding and awareness of WFD's risk management policy and procedures.

<sup>1</sup> Please note WFD reserves the right to increase or reduce the number of staff managed according to the needs of the organisation.

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

<b>2</b>	<p><b>Administrative and Financial support:</b></p> <ul style="list-style-type: none"> <li>• Liaise with programme suppliers and service providers</li> <li>• Apply procurement process that consistently in line with WFD policy</li> <li>• Ensure documents and files are accessible; contact and directory database are up to date and filed accordingly</li> <li>• Bills payments and small purchases</li>   <li>• Assist with the preparation of Programme budget</li> <li>• Produce monthly expenditure report and monitor expenditure regularly with the budget line</li> <li>• Prepare monthly forecast, programme and bank reconciliations, accruals; and quarterly financial report and claims in line with WFD and donor requirements</li> <li>• Process local income and expenditure and input all transactions onto the online accounting system</li> <li>• Process invoices and bills relating to the Programme and in line with WFD policy</li> <li>• Day-to-day management of petty cash</li> <li>• Prepare and analyse of local cash flow – funds cash requests to WFD London Head Office</li> <li>• Ensure compliance with local regulations, requirements, laws and to report any actual or potential incidence where WFD could be operating outside its ‘risk appetite’.</li> </ul>
<b>3</b>	<p><b>Logistical Support:</b></p> <ul style="list-style-type: none"> <li>• Provide logistical support to programme activities including booking venues, flights, accommodation and organising catering etc.</li> <li>• Work closely with the London office to provide support for visits to and from the UK.</li> <li>• Assist the Laos Country Representative during events to ensure activities run smoothly.</li> <li>• Help organise meetings for Country Representative and other programme stakeholders, as necessary.</li> <li>• Assist in maintaining contact with key stakeholders, including donors, local partners and implementing agencies working in the same sector.</li> </ul>
<b>4</b>	<p><b>Other Support:</b></p> <ul style="list-style-type: none"> <li>• Maintain and update online information and data on a regular basis including internal hub, country page and social media platform</li> <li>• Support the Country Representative on other programme-related tasks as required.</li> </ul>

<b>Person Specification</b>
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<b>Knowledge, skills and experience</b>
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	Requirement	E/D <sup>3</sup>	Evaluation <sup>4</sup>
1	First degree or qualification in finance/accountancy or in a relevant discipline	E	Application and Interview
2	Excellent abilities in financial administration including management of cash flows, balance sheets, sizeable budgets (planning, monitoring and reporting), and experience of using accounting packages (e.g. SAGE)	E	Application, Interview and Test
3	High levels of proficiency in MS office packages	E	Application, Interview and Test
4	Excellent levels of spoken and written English and Lao	E	Application and Interview
5	Experience in procurement, office administration and use of hardware, software, scanners and other office equipment	E	Application and Interview
6	At least two years' experience in a similar role, in a similar type of organisation (e.g. NGO, international representative office environment, a civil society organisation, thinktank)	D	Application and interview
7	Knowledge of parliamentary and political system	D	Interview
Competencies <sup>5</sup>			
	Requirement	E/D	Evaluation
1	<b>Analysis and judgement</b> - 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	<b>Working with others</b> - 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	<b>Communicating and influencing</b> - 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	<b>Delivering results</b> - 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

<sup>3</sup> Essential or desirable

<sup>4</sup> 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)

<sup>5</sup> 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.

5	Excellent organisational skills and the ability to work in a changing environment	E	Application Interview	&
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