



## **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 organization.

<b>Job title</b>	Administration and Finance Officer		
<b>Contract type</b>	Full Time - Fixed term contract of service	<b>Location</b>	Maputo, Mozambique
<b>Salary</b>	Up to £19,560 gross per annum	<b>Contract length</b>	Until 31 <sup>st</sup> March 2020 (subject to renewal)

### **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 26 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](http://www.wfd.org).

#### **The Programmes**

WFD has established programmes in Mozambique run by a small office of three staff with support from London Headquarters.

*'Inclusive and Accountable Politics (IAP)' Programme* is focused on facilitating scrutiny of government performance including progress on the Sustainable Development Goals (SDGs) and greater access and inclusion of women and under-represented groups in formal and informal political processes. This follows previous work undertaken by WFD to strengthen the Parliament of Mozambique's financial oversight role through building the Parliament's capacity to conduct effective oversight, hold the Government to account and provide financial advice through the Parliament's Unit for Economic, Financial and Budget Studies, acting as a Parliamentary Budget Office (PBO).

*'Advancing Inclusive and Accountable Democracy in the Commonwealth (CP4D)' Programme* - WFD is the lead implementer of this global programme which will run – led by WFD London - from 2018-2019. This programme has two objectives: (i) greater inclusion through women's political empowerment and greater political engagement of young people, persons living with disabilities, people from religious minorities, and the LGBT+ community; (ii) greater accountability through more effective and transparent parliaments and better financial oversight, including through stronger Public Accounts Committees.

**Main purpose of the role**

The Mozambique Finance Officer will play a critical role in assisting WFD's Mozambique office to meet the objectives of all WFD Mozambique programmes and ensure an accountable and accurate approach. This role is responsible for the accurate and efficient management of financial procedures and for ensuring excellent communication on, and co-ordination of, these requirements with stakeholders (for example stakeholders in Parliament, political parties, FCO, WFD colleagues in the UK and overseas). As a small team, the FO will also be required to support the CR in logistical and administrative tasks and in the delivery of programme activities as required. The FO is therefore expected to be able to work on a variety of tasks, be flexible and possess good time management and prioritization skills.

**Management and key relationships**

<b>Staff managed</b>	None
<b>Reports to</b>	Country Representative Mozambique
<b>Key Relationships</b>	

- Parliament of Mozambique staff (Mozambique)
- Local programme partners (Mozambique)
- Local subcontractors (Mozambique) – *if applicable*
- Regional Director Africa (London)
- Finance Business Partner (London)
- Senior Programme Manager Africa (London)
- Senior Programme Officer Africa (London)
- CP4D Director (London)
- CP4D Programme Officer (London)
- Finance Team (London)
- UK Embassy and donors
- WFD Mozambique office interns

## Main Duties

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| <b>1</b> | <p><b>Financial administration for all Mozambique programmes:</b></p> <ul style="list-style-type: none"> <li>• Manage multiple programme budgets from different donors/funders</li> <li>• Assist with the preparation of programme budgets</li> <li>• Advise Country Representative and London staff on forecasts and provide accurate expenditure and variance analysis</li> <li>• Raise payments and process invoices and bills on time relating to the programmes and in line with WFD policy</li> <li>• Produce monthly expenditure reports and monitor expenditure regularly with the budget lines</li> <li>• Prepare monthly programmes reconciliation and forecast</li> <li>• Prepare quarterly financial reports in line with donor requirements</li> <li>• Process local income and expenditure and input all transactions onto SAGE online accounting system (or other systems as required)</li> <li>• Manage and sole responsibility for day to day financials and transactional processing, including office petty cash and bank account</li> <li>• Complete monthly bank reconciliations</li> <li>• Prepare monthly accruals</li> <li>• Prepare and analyse local cash flow – funds cash requests to WFD headquarters, petty cash etc.</li> <li>• Support local partners and subcontractors to adhere to WFD policies and procedures</li> <li>• Be responsible for the thorough and accurate filing and recording of financial documents across all programmes</li> <li>• Ensure financial documents are correctly and accurately coded, recorded and filed and stored both hard and soft copy (on SharePoint), and in line with donor requirements (and data sensitivity)</li> <li>• Ensure all assets under the programme are properly utilized and managed and maintain proper inventory thereof for verification at any times.</li> </ul> |
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	<ul style="list-style-type: none"> <li>• Coordinate closely with the WFD Operations team to ensure timely delivery of needed support and services</li> </ul>
<p><b>2</b></p>	<p><b>Office management</b></p> <ul style="list-style-type: none"> <li>• Liaise with programme suppliers and service providers, as required</li> <li>• Apply the procurement process consistent with WFD policy and Value for Money (VFM) principles</li> <li>• Ensure documents and files are accessible and properly filed in paper form and online using Sharepoint</li> <li>• Order office stationery and supplies, as necessary</li> <li>• Maintain the office asset register</li> </ul>
<p><b>3</b></p>	<p><b>Programme Support</b></p> <ul style="list-style-type: none"> <li>• Provide logistical support to programme activities such as booking venues, flights, transport, accommodation and organising catering, etc.</li> <li>• Work closely with the London office to provide support for visits to and from the UK and other countries outside of Mozambique</li> <li>• Assist the Country Representative during events to ensure activities run smoothly</li> <li>• Ensure accurate filing of programme documents in paper form and online via Sharepoint</li> <li>• Support local partners and subcontractors to adhere to WFD policies and procedures</li> </ul>
<p><b>4</b></p>	<p><b>Business Development</b></p> <ul style="list-style-type: none"> <li>• Assist with the preparation of programme budgets for business development purposes for different donors/funders</li> <li>• Assist with the financial set up of new programmes</li> </ul>

<b>5</b>	<p><b>Reporting</b></p> <ul style="list-style-type: none"> <li>• Provide timely financial reports and ensure an up to date filing system for all programmes: capture expenditure, report against budget and provide accurate financial reports and reconciliation with Sage</li> <li>• Support local partners and subcontractors to adhere to WFD policies and procedures re. reporting</li> </ul>
<b>6</b>	<p><b>Risk Management</b></p> <ul style="list-style-type: none"> <li>• To 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'.</li> <li>• Proactively review and identify any potential issues which would interfere with the reporting requirements and/or WFD compliance standards and take appropriate action to resolve them.</li> </ul>

<b>Person Specification</b>			
<b>Knowledge, skills and experience</b>			
	<b>Requirement</b>	<b>E/D</b>	<b>Evaluation</b>
<b>1</b>	University Degree, CPA or M.com or ACCA, Master's degree in related field is preferred	E	Application and interview
<b>2</b>	Experience of, and excellent abilities in, accountancy and financial administration including management of cash flows, balance sheets, sizeable budgets (planning, monitoring and reporting)	E	Application and interview
<b>3</b>	At least 3-5 years' experience in Financial Management, Finance system, policies and procedures, preferably experience in working with INGO's.	E	Application & interview
<b>4</b>	Experience of supporting multiple programmes and budgets simultaneously	D	Application & interview
<b>5</b>	Experience of using accounting packages (e.g. SAGE or QuickBooks). Proficient in working with Microsoft Office (MS Excel, Word, Outlook)	E	Application, interview and test
<b>6</b>	Experience working on programme budgets from a range of donors, such as EU, DFID, UN, GIZ etc.	D	Application, interview and test
<b>7</b>	Knowledge of project management methodologies and how to integrate good financial management into good project management	E	Application and interview

8	Good command of spoken and written English and Portuguese	E	Application and interview
9	Excellent organisational skills and the ability to work in a changing environment	E	Application and interview
10	Experience of procurement	D	Application and interview
11	Knowledge of the Westminster Parliamentary system and Political Parties, UK and international funding institutions and donor agencies	D	Interview
<b>Competencies</b>			
	<b>Requirement</b>	<b>E/D</b>	<b>Evaluation</b>
1	<b>Analysis and judgement</b> - Attention to detail, understands the importance of gathering and processing information accurately.	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.	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	E	Application & Interview