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.

<table>
<thead>
<tr>
<th>Job title</th>
<th>Location</th>
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<tbody>
<tr>
<td>Programme Administrative and Finance Assistant (PAFA)</td>
<td>Kinshasa, Democratic Republic of Congo</td>
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<table>
<thead>
<tr>
<th>Contract type</th>
<th>Salary range</th>
<th>Contract length</th>
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<tbody>
<tr>
<td>Fixed term</td>
<td>700 - 750 GBP gross per month</td>
<td>Oct 2019 - 31 March 2020</td>
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</table>

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) of the United Kingdom specialising in parliamentary strengthening and political party development. It does this primarily by supporting the development of parliaments, political party structures and civil society organisations.

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 Asia and Middle East and North Africa. In 2017, the organisation celebrated its 25th anniversary – a year in which it is set to greatly increase its role and impact as a world leader in supporting the development of democracy. For more information, please visit [www.wfd.org](http://www.wfd.org)

The DRC Programme

WFD is looking to recruit an experienced and flexible Programme Administrative and Finance Assistant (PAFA) who will be based in Kinshasa and will support the delivery of the WFD’s new programme of work in the Democratic Republic of the Congo. This programme will focus primarily on parliamentary practice and procedure and WFD will be working closely with the secretariat and political leadership to assist the Parliament of the Democratic Republic of the Congo in identifying new ways that could help strengthen the parliamentary system.
Main purpose of the role

As a first step, the Programme Administrative and Finance Assistant (PAFA) will play a critical role in assisting the Programme Coordinator with the implementation of this programme.

This role is responsible for the accurate and efficient preparation and coordination of financial and administrative procedures related to the programme. This post holder will need to communicate effectively both internally within the programme office and WFD’s head office in London and externally with other key stakeholders.

Management and key relationships

Staff managed¹ None
Reports to² Programme Coordinator

Key Relationships

- Political leadership: parliamentary staff, key local experts, partner organisations, civil society, media and government stakeholders
- International community: donors, such as European delegation, the British Embassy in Kinshasa
- WFD London Office, including:
  - Senior Programme Manager
  - Senior Programme Officer
  - Finance Business Partner
  - Accounts Payable London team
  - Office Manager
- Other WFD staff members within the Africa region
- Relevant suppliers (office equipment, IT, cleaners, utilities, etc.)

Main Duties

1 Financial administration

- Assist with the preparation of the Programme and activity budgets
- 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 SAGE online accounting system
- Process invoices and bills relating to the Programme and in line with WFD policy
- Day-to-day management of petty cash and local bank account
- Monthly bank reconciliations
- Preparation of monthly accruals

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.
• Preparation and analysis of local cash flow – funds cash requests to WFD London Head Office

2 Administrative support/office management
• 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 and small purchases
• Copy typing

3 Logistical support
• 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 the UK
• Assist the Programme Coordinator during events to ensure activities run smoothly
• Help organise meetings for the Programme Coordinator and other programme stakeholders
• Assist in maintaining contact with key players, including donors and implementing agencies working in the same field

4 Risk Management
• 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’.

Person Specification

Knowledge, skills and experience

<table>
<thead>
<tr>
<th>Requirement</th>
<th>E/D</th>
<th>Evaluation</th>
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</thead>
<tbody>
<tr>
<td>First degree or similar, in a relevant discipline for eg. business studies, office administration, project administration, accountancy or bookkeeping</td>
<td>E</td>
<td>Application and interview</td>
</tr>
<tr>
<td>Experience of, and 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)</td>
<td>E</td>
<td>Application, interview and test</td>
</tr>
<tr>
<td>At least two years’ experience in office</td>
<td>E</td>
<td>Application,</td>
</tr>
</tbody>
</table>

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)
<table>
<thead>
<tr>
<th>Requirement</th>
<th>E/D Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 <strong>Analysis and judgement</strong> - Attention to detail, understands the importance of gathering and processing information accurately. Develops systems to gather data needed by the organisation.</td>
<td>E Application and interview</td>
</tr>
<tr>
<td>2 <strong>Working with others</strong> - 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.</td>
<td>E Application and Interview</td>
</tr>
<tr>
<td>3 <strong>Communicating and influencing</strong> - 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.</td>
<td>E Application &amp; Interview</td>
</tr>
<tr>
<td>4 <strong>Delivering results</strong> - 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</td>
<td>E Application &amp; Interview</td>
</tr>
<tr>
<td>5 Excellent organisational skills and the ability to 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.</td>
<td>E Application &amp; Evaluation</td>
</tr>
</tbody>
</table>

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.
Appel d’Offre pour le poste d’assistant (e) administratif et financier (Octobre 2019 – Mars 2020)
- Projet « Un parlement nouveau pour la République démocratique du Congo » -

La Fondation Westminster pour la Démocratie (WFD) met en œuvre un projet de renforcement des capacités du Parlement de la République démocratique du Congo avec l’appui financier de la Foreign and Commonwealth Office (FCO).

Nous recherchons un(e) assistant administratif et financier pour la durée de l’action fixée dans un premier temps à six (06) mois et qui devrait commencer au mois d’octobre 2019.

Les activités du projet se réalisent principalement à Kinshasa.

La rémunération sera compétitive pour un expert selon les normes locales pour un poste à temps plein.

Sous la responsabilité du Coordinateur de programme, l’assistant(e) administratif et financier participe à toutes les activités du projet, exécute l’ensemble des tâches qui lui sont demandées et est responsable de la régularité des opérations qui lui sont confiées notamment :

- Il/elle participe à la planification des dépenses hebdomadaires et mensuelles du projet ;
- Il/elle tient les écritures comptables du projet de façon consciencieuse, correcte et régulière, dans le respect des principes de la comptabilité et conformément aux exigences du bailleur ;
- Il/elle gère le livre de caisse et le livre de banque ;
- Il/elle traite la comptabilité des séminaires ;
- Il/elle participe aux paiements des factures, impôts et autres dans les délais ;
- Il/elle procède à la réconciliation des dépenses entre la caisse et le compte bancaire ;
- Il/elle participe à la rédaction des rapports financiers pour le bailleur ;
- Il/elle participe à la rédaction des correspondances administratives ;
- Il/elle participe à la planification des commandes, stocks et à l’achat des fournitures ;
- Il/elle participe à la gestion de l’agenda des rendez-vous, des réunions et des activités.
Les candidats doivent avoir l'expérience et les qualifications suivantes :

- Etre titulaire d’un diplôme universitaire en sciences économiques, science de gestion, comptabilité ou dans une discipline connexe ;
- Avoir au moins 2 ans d’expérience professionnelle ;
- Avoir de l’expérience dans la gestion de budgets et de projets ;
- Avoir de l’expérience professionnelle avec les procédures contractuelles et financières des bailleurs tels que DFID, FCO, USAID, UE ;
- Avoir une expérience de travail dans un environnement interculturel ;
- Bonne maîtrise du français et de l’anglais lu, écrit et parlé ;
- Aptitude à travailler sous pression et à respecter strictement les délais ;
- Excellentes aptitudes organisationnelles et logistiques.

Le dossier de candidature (application form de WFD) doit être complété en anglais portant la mention « Candidature pour un poste d’assistant(e) administratif et financier/ PAFA » et qui devra être transmis par courriel à l’adresses suivante : recruitment@wfd.org au plus tard le 11 Octobre 2019 à 13 heures.