**JOB DESCRIPTION – TEMPORARY Finance Manager**

**JOB TITLE**

Administrator

**SCOPE OF POSITION**

The Administrator is in charge of the punctual financial management & control, accounting and financial reporting to Cesvi HQ and promotes cost-effectiveness in project activity implementation. Furthermore, the Administrator supervises the HR and support logistics aspects of the mission. The person will work in collaboration with the mission staff. This is a temporary position for staff member on leave.

**KEY RESPONSIBILITIES AND DUTIES**

* **Financial monitoring and logistics of the projects implemented in the Country**
* Update the Prime entry and Balance Forecast Update (BFU) on monthly basis and submission to the HQ in collaboration with the PM
* Management of petty cash, cash book and bank books
* In charge of Cash and Bank reconciliations
* Prepare draft of interim financial reports and final financial reports
* Support PM and logistician in the preparation of the procurement plan for yearly project management and its update
* Support PM and logistician in the procurement procedures and in the management of supplies, stocks and assets
* Assist each PM in the preparation of the cash flow needed and the Request for Funds to the HQ or Request for Payment
* Organize training meetings on administrative procedures (for partners and local staff)
* Management of payments to providers.
* **Donors’ Audit and Expenditure verification and Country Audit for registration**
* Support the organization of all Donor’s Audit requests and Expenditure verification in coordination with HQ, according to Cesvi external audit procedure
* Support the organization of the Country Audit needed for the registration in coordination with HQ
* **Guarantee the correct HR management for local staff**
* Apply Cesvi internal procedures in the Country and contribute to their update and improvement in collaboration with PM and HQ
* Support PM in that staff recruitment is done according to the safe-recruiting process
* Support PM that staff contracts are defined according to the grade and level of Cesvi salary scale
* Supervise the regular compiling of attendance sheet, and supervise the update of holiday & permits follow up
* In charge of the monthly payroll and salary payments
* Verify the correct allocation of staff costs
* Supervise that contracts are regularly registered by the competent authorities and that taxes and social insurance are deducted and deposited according to national tax regulation
* Oversee that the code of conduct and CESVI policies are communicated to staff
* **General Issues**
* Supervise Cesvi HAITI is in line with the competent authorities such as registration, taxes, banks and others.
* Coordinate with HQ and Cesvi Representative& Institutional Fundraising Consultant any additional activities which can be related the presence of Cesvi in the Country, including HR for specific activities

**Experience and requirement**

Minimum 4 years’ experience in financial and administrative management of cooperation and development projects

Good experience of working within a management role within a programme in an emergency response or fragile state

Strong budgeting and financial management skills

Good Knowledge in purchases and procedures

Good knowledge of main donors’ administrative rules and procurement procedures

Demonstrated attention to detail, ability to follow procedures, meet deadlines and work cooperatively

Good communication and leadership skills

Excellent problem-solving and analytical skills

Solid diplomatic skills: the ability to manage a variety of internal and external relationships, especially with partners.

Self-motivated, able to take initiative, resilient and able to work independently

Highly result oriented with the ability to manage workload and stress

Flexible and with a positive attitude

Good knowledge of Office package

Fluency in French and English (written and spoken)

**EDUCATION:**

University degree or equivalent professional qualification, preferably in business administration or relevant fields.

**Job duration: temporary replacement with possibility of renewal**

**Workplace: Port Au Prince**

**CV + covering letter+ copies of university degrees:** [**recruiting\_haiti@cesvioverseas.org**](mailto:recruiting_haiti@cesvioverseas.org)

For any questions please contact : [recruiting\_haiti@cesvioverseas.org](mailto:recruiting_haiti@cesvioverseas.org)

**SAFEGUARDING**

Cesvi has a zero tolerance approach to any harm or exploitation of a child or vulnerable adult by any of its employees, relatives or partners.

Cesvi's commitment to being a safe organization begins with the staff recruitment process, which includes meticulous checks, such as criminal record checks or disclosure of previous convictions, to ensure the protection of children and vulnerable people and prevent abuse. Safeguarding checks are part of the performance of the selection process.