



## **Finance & Administrative Assistant, Burao Terms of Reference**

<b>Position Title:</b>	<b>Finance &amp; Administrative Assistant, Burao</b>
<b>Reporting to:</b>	<b>Finance &amp; Administrative Officer, Hargeisa, and Regional Co-ordinator, Togdheer</b>
<b>Duty Station:</b>	<b>Burao</b>
<b>Area of Operation:</b>	<b>Somaliland</b>
<b>Start Date and Employment Period:</b>	<b>6 April 2019 –31 March 2020, with the Possibility of an Extension</b>
<b>Deadline for Application</b>	<b>31 March 2019. Applications will be reviewed on a rolling basis.</b>

### **Position's Overall Objective**

The role of the Finance & Administrative Assistant in Burao is to support the Locally Driven Justice project of *Horizon Institute* with bookkeeping, administration, procurement and logistics.

### **Responsibilities and Tasks**

To achieve the position's objectives, the Finance and Administrative Assistant will perform the following tasks and undertake the following responsibilities:

- Office management (respond to inquiries, day-to-day office movement including staff travel, routinely re-order office supplies);
- Perform general duties including, but not limited to, photocopying, scanning and filing;
- Manage petty cash and payments to vendors and service providers;
- Manage the accommodation of staff and consultants visiting the Burao office;
- Manage the filing, meeting minutes, storage and security of all documents;
- Manage staff attendance sheets and timesheets;
- Manage the repair and maintenance of office equipment;
- Monitor property leases and internet services to ensure timely payment;

- Set up and coordinate meetings and conferences;
- Maintain and update vendors/suppliers list for procurement purposes;
- Develop order requests and contact vendors and suppliers for quotations;
- Asset tagging and update of the inventory list;
- Monthly scanning of finance vouchers and supporting documents to Finance and Administration Officer in Hargeisa;
- Keep track of all bills and ensure timely submission to the Finance and Administration Officer in Hargeisa for payment;
- Additional tasks as assigned by the Togdheer Regional Co-ordinator and the Finance and Administrative Officer in Hargeisa.

### **Competencies**

- Bachelors' degree in Accounting or Business Administration;
- 2 years' work experience with NGOs;
- Strong organizational skills with proven ability to prioritize tasks and meet deadlines;
- Strong interpersonal skills;
- Excellent communication skills;
- Excellent computer skills, particularly with Microsoft Excel spreadsheets;
- Proficiency in English (Spoken and Written);
- Able to take initiative and additional responsibilities and work without supervision to accomplish results;
- Integrity and ability to maintain discretion regarding organizational information.

To apply please send a cover letter and CV detailing relevant experience to [recruitment@thehorizoninstitute.org](mailto:recruitment@thehorizoninstitute.org).

***Only short-listed applicants will be contacted.***