

# FINANCE AND ADMINISTRATION OFFICER- EGSD PROJECT

*Oxfam is committed to preventing any type of unwanted behavior at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us*



**OXFAM**

<b>Monthly Salary Orientation</b>	LKR 95,491.00 gross
<b>Internal Job Grade</b>	Category 05
<b>Contract type</b>	National, 01 year Fixed Term <b>with the possible extension based on satisfactory performance</b>
<b>Reporting to</b>	Agriculture Production Specialist (Badulla Focal Point) of the Badulla office for administrative management aspects and Finance Coordinator- EGSD project, Talawakele for job functional related aspects
<b>Staff reporting directly to this post</b>	Yes
<b>Location</b>	Badulla, Sri Lanka

### **Shaping a stronger Oxfam for people living in poverty.**

Oxfam is a global movement of millions of people who share the belief that, in a world rich in resources, poverty is not inevitable. Our vision is a just world without poverty. We want a world where people enjoy their rights as full citizens; where every woman and man is valued and treated equally; where individuals can influence decisions affecting their lives. Oxfam work across the one Program Approach including humanitarian, long term development program and influencing. Oxfam is an international confederation of 19 organizations (affiliates) working together with partners and local communities in the areas of humanitarian, development and campaigning, in more than 90 countries.

In Sri Lanka, **Oxfam** has been working for over three decades supporting the country through different stages consistently delivering humanitarian and development programs. This has allowed us to gain wide recognition and respect. Following the country's development Oxfam programme focus has shifted towards economic development, DRR and resilience, and gender equality programs. We maintained humanitarian response capacity that has been proven during floods and droughts. The underlining themes of all our work are good governance, climate change and access to rights.

#### **Project Purposes**

**EGSD Project** - Enhancing Gender Inclusive Socio-Economic Development in Uva and Central Provinces (EGSD) project, funded by European Commission works in Central (Nuwara Eliya districts) and Uva (Monaragala and Badulla) provinces and intends to contribute to increase income levels and the reduction of poverty and inequality among rural and estate communities in Central and Uva provinces, Sri Lanka. The project will closely work with young girls and boys both from estates and rural communities, Women Federations, Local authorities, public bodies, and community based organizations (CBOs), private sector's members to realize this objectives. This project will be led by Oxfam and jointly implemented by Save the Children International and LEADS. The project will enhance rural and estate communities' sustainable and diversified livelihoods with effective engagement in inclusive gender-sensitive socio-economic development processes, in cooperation with private and public sectors

#### **Job Purpose**

The Finance & Administration Officer will be responsible to manage the administration and financial aspect of the EGSD project to ensure accurate and timely performance of finance activities. The role will undertake responsibilities in the areas of Finance, Logistics, General Office Administration, Compliance and Safety and security to support project implementation. The role will support the country program & operation team in the implementation of the corporate initiatives across the Project in line with donor and Oxfam's compliance procedures.



**OXFAM**

The Finance & Administration Officer will be based in Badulla. S/he will report to the District Focal Point- EGSD Project for administrative & operations matters and will report to the Finance Coordinator- EGSD Project on project finance, logistics, administration and other aspects.

## **Job Responsibilities**

### **Operational**

- Key contact for the operations functions in the project office.
- Supports Oxfam projects based in the region by ensuring smooth implementation of finance, safety, security, logistics and admin functions with the understanding of the district and country level context minimum standards.
- Responsible for the maintenance of account payable and managing office administration.
- Performs as the Security Focal Point for the office.

### **Technical**

#### **➤ Financial Management**

- Make all project related and other day to day payments for staff and partners with the guidance of Finance & Admin Coordinator
- Manage the petty cash and bank accounts of the field office, including Cheque and online transactions, under the given delegation of authority
- Check and verify source documents presented for payment and draw up of vouchers.
- Submit vouchers and cheques for authorization.
- Prepare cheque and cash payments in accordance with Oxfam & donor guidelines.
- Maintain a register for all cheque issues.
- Draw up receipts and deposit of cash and cheques into Oxfam's bank account.
- Arrange and ensure security of voucher files, bank document files, receipts, and soft & hard copies of all financial records.
- Ensure strict adherence to stipulated guidelines and procedures as per donor & Oxfam's recommended practices.
- Process such financial transactions as per the systems and processes set up by Oxfam, following the right channels.
- Assist in partner assessment, partner capacity building and monitoring.
- Support the Finance Coordinator -EGSD and the project team in monitoring partner finance & fund disbursement.
- Ensure that partner finance reports are consistent, accurate and comply with the Oxfam finance procedures/donor finance procedures.
- Facilitate the process of internal and external audits, and where required, participate in internal audit verifications of other project officers and project partners.
- Other related tasks as required by the Supervisors.

#### **➤ Administration**

- Manage the administration of the Oxfam project office, ensuring necessary systems and routines are in place.
- Monitoring relevant service/ lease and rental agreements, and alert Logistics staff for required adjustments.
- Disbursement of petty cash funds of the field office by being the petty cash custodian, in accordance with organizations rules and regulations
- Facilitate HR administration such as leave management, medical management to meet Oxfam policies.
- Ensure the safety and security of office premises by means of continuous monitoring and establishing standards.

#### **➤ Procurement and assets management**

- Ensure procurement rules are followed by consortium members and partners according to the donor guideline on procurement.

## Job Description Template

- Carryout procurements for the field office under the given delegations, and facilitate and support in high value procurements, as per the organizations policies and procedures, adhering to donor and Oxfam regulations.
- Support in maintaining the asset register for project office and coordinate asset protection, providing backups and support of equipment maintenance.
- Assist the Logistics Coordinator to ensure that project purchases are made in a timely and transparent manner, follow up on procurement contracts with the relevant stakeholders, and ensure timely completion and settlement of the contractual engagements.
- Participate in Oxfam's procurement committees for the project related procurements, and provide advice on the procurement rules and regulations to the other members of the procurement committees.

### ➤ **Transport and logistical support**

- Coordinate travel of staff and visitors according to Oxfam logistics manuals.
- In liaison with the field team and the logistics team in Talawakele and Colombo to prepare a weekly travel plan.
- Management of hired vehicles and monitoring the adherence of safety and local road rules.
- Ensure the proper maintenance of the vehicle, good running condition, availability of all safety features, and the proper record keeping and timely reporting on the usage of vehicular assets.

## **Management**

- Supervise and performance management of outsourced Driver and caretakers
- Direct reporting responsibility to the District Focal Point- EGSD project on administrative & operations matters and functional reporting to the Finance Coordinator- EGSD Project on all job related matters including project finance, logistics, administration and other aspects.
- The role will have matrix reporting line and close coordination and support from Colombo-based finance, IT, HR and Logistics functional leads.
- Participate in Oxfam performance management framework and activities as a staff member.
- Ensure the security and safety of others and Oxfam property.
- Provide recommendations relating to improved local procedures and processes.
- Report on financial management related -risks and incidents to Supervisor.
- Knowledge sharing and capacity building of program and junior operations staff on finance, logistics, HR, and other operational policies and procedures.
- Contributes to the implementation and compliance of health, safety and security policies as well as and program quality frameworks.

## **Representation**

- Focal point of contact for project office financial management and represent the regional program in financial forums and other operations-related forums if available.
- Develop key stake holders relationship with external groups such as NGO coordinators, partners etc

## **Other**

- Eager and required to adhere to Oxfam's principles and values (Accountability, Empowerment and Inclusiveness) as well as the promotion of gender justice and women's rights.
- Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles.

## **Job Requirements**

### **Education:**

- Diploma in Business Management/ Accounting OR An intermediate level professional qualification in accounting/finance i.e., CIMA / CA, CMA, ACCA.

**Skills and Experience:**

- A minimum of 4 years proven experience in finance, logistics and general office administration in a similar role in the development sector is essential. Previous experience in providing similar support to an EU or similar donor funded project is an advantage, but not a mandatory requirement.
- Proven experience in all aspects of project budget management.
- Proven ability to implement donor guidelines for reporting and general conditions and good practice/systems.
- Good analytical and planning skills.
- Ability to organize a substantial workload comprised of complex, diverse tasks and responsibilities.
- Conscientious and efficient in meeting commitments, observing deadlines and achieving results
- Behave and demonstrates high level of courtesy, honesty, encourages openness and transparency.
- Excellent written and verbal communication skills in English and Sinhala and/or Tamil.
- Strong computer literacy, strong proven experience in computerized accounting packages & advance Excel Spreadsheets, Internet based programs.

**Key Attributes:**

- Ability to demonstrate sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities.
- Ability to demonstrate an openness and willingness to learn about the application of gender/gender mainstreaming, women's rights, and diversity for all aspects of development work.
- Commitment to Oxfam's safeguarding policies (including Child Safeguarding) to ensure all people who come into contact with Oxfam are as safe as possible.

**Organisational Values:**

- Accountability – Our purpose-driven, results-focused approach means we take responsibility for our actions and hold ourselves accountable. We believe that others should also be held accountable for their actions.
- Empowerment – Our approach means that everyone involved with Oxfam, from our staff and supporters to people living in poverty, should feel they can make change happen.
- Inclusiveness – We are open to everyone and embrace diversity. We believe everyone has a contribution to make, regardless of visible and invisible differences.

**Key Behavioral Competencies****(based on Oxfam's Leadership Model)**

Competencies	Description
<b>Decisiveness</b>	We are comfortable to make transparent decisions and to adapt decision making modes to the context and needs.
<b>Influencing</b>	We have the ability to engage with diverse stakeholders in a way that leads to increased impact for the organization We spot opportunities to influence effectively and where there are no opportunities we have the ability to create them in a respectful and impactful manner.
<b>Humility</b>	We put 'we' before 'me' and place an emphasis on the power of the collective, nurture the team and play to the strengths of each individual. We are not concerned with hierarchical power, and we engage with, trust and value the knowledge and expertise of others across all levels of the organization.
<b>Relationship Building</b>	We understand the importance of building relationship, within and outside the organization. We have the ability to engage with traditional and non-traditional stakeholders in ways that lead to increased impact for the organization.
<b>Listening</b>	We are good listeners who can see where deeper levels of thoughts and tacit assumptions differ. Our messages to others are clear and consider different preferences.

<b>Mutual Accountability</b>	We can explain our decisions and how we have taken them based on our organizational values. We are ready to be held to account for what we do and how we behave, as we are also holding others to account in a consistent manner.
<b>Agility, Complexity, and Ambiguity</b>	We scan the environment, anticipate changes, are comfortable with lack of clarity and deal with a large number of elements interacting in diverse and unpredictable ways.
<b>Systems Thinking</b>	We view problems as parts of an overall system and in their relation to the whole system, rather than reacting to a specific part, outcome or event in isolation. We focus on cyclical rather than linear cause and effect. By consistently practicing systems thinking we are aware of and manage well unintended consequences of organizational decisions and actions.
<b>Strategic Thinking and Judgment</b>	We use judgment, weighing risk against the imperative to act. We make decisions consistent with organizational strategies and values.
<b>Vision Setting</b>	We have the ability to identify and lead visionary initiatives that are beneficial for our organization and we set high-level direction through a visioning process that engages the organization and diverse external stakeholders.
<b>Self-Awareness</b>	We are able to develop a high degree of self-awareness around our own strengths and weaknesses and our impact on others. Our self-awareness enables us to moderate and self-regulate our behaviors to control and channel our impulses for good purposes.
<b>Enabling</b>	We all work to effectively empower and enable others to deliver the organizations goals through creating conditions of success. We passionately invest in others by developing their careers, not only their skills for the job. We provide freedom; demonstrate belief and trust provide appropriate support.

### TRAVEL

Ability to travel to Oxfam field locations in country. It is a condition of employment that staff abide by all agency security and safety protocols, policies and procedures and the Oxfam International Security Protocol.

### SAFEGUARDING

As an organization undertaking work both nationally and internationally and in humanitarian response and development work in communities, Oxfam takes its duty of care seriously to safeguard children and recognises that it must meet community expectations and the trust placed in its personnel to maintain the highest standards of conduct with children, women and vulnerable communities. Therefore, all positions within Oxfam are required to comply with the Child Safeguarding Policy and Child Safeguarding Code of Conduct, Workplace Discrimination & Harassment Policy and Social Media User Policy.

- This role may require work in communities or schools.
- This role requires Oxfam representation when visiting the field

### OTHER

At Oxfam, our Position Descriptions provide a guide to what might be expected in the role. Along with our strategy the Position Description is used to help to shape specific objectives for employees. Employees are supported to deliver these objectives and they are annually assessed against them as part of the Oxfam performance review process.

**Staff Name**

**Staff Signature**

**Date**