



## Terms of Reference *Administrative and Financial Officer (Group I)*

<b>Department:</b>	Admin and Logistic Support	<b>Duty Station:</b> (Thailand /Bangkok)
<b>Job title:</b>	Administrative and Financial Officer (Group I)	

**Supervisory roles, back-up and replacement to be established by the HoO (Head of Office) (cf. updated organisation chart).**

### **1. Job summary:**

The job holder plans and executes all necessary office administrative and financial accounting functions. The employee carries out supervision on the whole finance process, human resources management, day to day coordination of the office, crisis support on HR and finance issues and supervision of the Administration & Finance Team on the assigned tasks. In addition, the jobholder acts as a focal point to the Administration & Finance personnel employed in the field offices on finance, HR and office management issues and provides the necessary support to all the DG ECHO field offices under the area of responsibility. These all under the supervision and instructions of the AC (Administrative Coordinator).

### **2. Responsibilities & Tasks:**

Within delegated authority, the Administrative and Financial Officer (Group I) will be responsible for the following tasks:

#### **Budget & Finance**

- Ensures strategic and efficient management of DG ECHO's financial resources following relevant DG ECHO and EU regulations;
- Monitors the development of expenditure, ensures that budgetary overruns do not occur and supervises the request for possible amendments for office budgets;
- Supervises all financial transactions made under the imprest account in accordance with the established financial circuits and in co-ordination with the line manager, the imprest account holder and the Field Network Unit. Ensures sufficient supplies of funds in the account and cash in the office by liaising with the appropriate authorised officers in the field;
- Reviews and Acts as Operational Verifier for the following financial transactions and reporting:
  - Verifies the payment/transfer preparation,
  - Verifies the Mission Advances and Mission Claims prepared by the Administration Support staff,
  - Verifies the quarterly reimbursement of private use of the DG ECHO vehicles and telecommunication means,
  - Assists and verifies the monthly follow up of the office and TAs (Technical Assistant) budgets



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updates,

- Assists the Finance team with the office and TA's budgets amendments drafts,
- Proceeds to petty cash inventory at least 2 times per month;
- In case of ACs absence, acts as Financial Verifier in the financial circuit for all transactions made for the Office and other offices covered via the same imprest Account;
- Verifies that the purchases/investments or ARAs (Administrative Request for Authorization) are in line with the budget lines balance and prepares requests for possible amendments following the same reporting line;
- Supervises, verifies and/or provides guidance on financial administration and management;
- Analyses the DG ECHO field office monthly accounts (electronic version) by checking the orders, records, consistence to the given rules (budget post, journal, etc.), eligibility of expenditures, layout and content of the financial report, etc;
- Acts as a focal point on finance, accountancy and accounting tool matters by providing advice and support;
- Monitors the impact of the exchange rate difference to the field budget's proposal and consumption;
- In case of a new crisis and in the event of the opening of a new field office, plays the role of focal point for establishing and monitoring the new and/or temporary financial system (e.g. cash and budget forecast, replenishment, modus operandi, bank, budget amendment, reconciliation, reporting, etc.);
- Prepares ad hoc report on the finance and accounting system in the RO (Regional Office) and in the rest of the region with the aim to provide analysis, identify risks, propose corrections for enhancing the whole system in place;
- Assists DG ECHO in designing, testing and improving the accounting and forecast tools;
- Provides training and coaching for newly recruited staff working on finance and accounting.

### Treasury Management and authorisation

- Can be assigned to be a co-signatory to an IA (Imprest Account) and has to follow the specific instructions given as IA holder;
- Can be nominated by the Head of Unit to authorise / commit expenditures up to EUR 2,500 in accordance with the regulations on authorisation in place.

When such authorisations on signatory and /or commitment are given, the AFO will act in accordance with the stipulations of the EU Financial regulations and any instruction given by Field Network Unit HQ.



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### Specific duties for the senior level Administrative and Financial Officer

- Takes the lead in coordinating preparation, implementation and revision of the office budgets and submits the relevant report and proposals for the Budget to the AC and HoO for further transmission to HQ;
- Contributes to the preparation and follow up of the technical assistants field budgets, integral part of the DG ECHO Offices;
- Acts also as Financial Verifier in the financial circuit for all transactions made for the Office and other offices covered via the same imprest Account;
- Drafts and regularly updates the modus operandi in place between Regional Office and the field offices in the region.

### Human Resources Management

- Ensures the implementation of corporate HR management systems: supports and coordinates actions covering the entire span of human resource activities;
- Ensures consistency in the application of DG ECHO rules and procedures;
- Provides advice with respect to conditions of service, duties and responsibilities, and privileges and entitlements under the Staff Rules;
- Gathers labour codes applicable in the region with the aim to assist DG ECHO in keeping a consistent employment package vis à vis to the latest local legislation;
- Assists in the recruitment process from publication of vacancies till signature of employment contract;
- Collects original certificates and fills in experience calculation sheets for determining the salary group to be proposed to HQ;
- Acts as focal point for briefing potential new employee on DG ECHO employment package, terms and conditions, etc.;
- Carries out the training, briefing and welcoming of newly recruited personnel;
- Acts as focal point on training request for National Staff and TAs. Keeps up to date the database containing the list of training request per each Staff working in the region;
- Keeps track of the probation period applicable to National Staff;
- Assists the HR Administration in coordinating the annual evaluation exercise (e.g. form, explain rules and procedures, etc.);
- Supervises the payment of salaries and overtime to all DG ECHO locally contracted personnel on the basis of valid contracts;
- Updates national staff salaries and retroactive payment calculations as per annual salary survey of



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the EU Delegation and submits file for HQ authorisation;

- Supervises and verifies the end of contract liquidation;
- During a DG ECHO response to a given crisis and the opening of a new field office, assists in setting up the temporary HR system and supervises its implementation and follow up (e.g. general rules, template contracts, ToR, terms and conditions, etc.).

### Specific duties for the senior level Administrative and Financial Officer

- Assists DG ECHO in the ongoing process to harmonise the rules and procedures applicable to national staff in the region (e.g. general conditions, specific conditions, recruitment process, ToR, etc.);
- Manages annual evaluation exercise in the office in close cooperation with the Head of RO/Office;
- Helps establishing and maintain a harmonious working environment.

### General Procurement duties and assets management

**(If/When applicable)**

- Maintains oversight for the timely provision of goods and services for office:
  - Supervises procurement process for property and expendable supplies as well as for services regarding the office and the TA's residences,
  - Supervises annual depreciation inventory lists related to office equipment insurances and submit to AC,
  - Verifies and updates the Fiche Bureau and check if proper actions are taken in order to renew contracts,
  - Verifies procurement process for RO property and expendable supplies as well as for services regarding the RO office and the TA's residences,
  - Verifies if the ARA's concerning purchase, written off, donation or transfer of goods is correct,
  - Verifies if ARA are correctly drafted and include all supporting documents,
  - Assists in the development and update of the suppliers list used by DG ECHO RO and ensure transparency and open concurrence,
  - Supervises the management of DG ECHO assets and liabilities and ensure proper inventory control;
- Provides advice on appropriate contract modalities.

### Specific duties for the senior level Administrative and Financial Officer

- Oversees operational requirements for the office and its projects.



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### General Administration

- Supervises the tasks & responsibilities of the personnel in charge of Finance and Administration. Organises weekly meeting and provides written brief report to AC;
  - Ensures the overall smooth running of the DG ECHO Office(s),
  - Reviewing the authorisation requests (ARA) drafted in the office with the aim to counter check the data and information contained in the ARA (e.g. assure the role of quality control),
  - Reviewing the purchase orders (PO) drafted in the RO office (e.g. assure the role of quality control),
  - Reviewing the Fiche Bureau on a monthly basis and draw the attention, in writing, of close to deadline payment and contract's renewal;
- Liaises between RO/Offices in the region on correspondence and matters that requires their feedback, supervision and support (e.g. instructions from HQ, gather information, data analysis, etc.);
- Plays an active role in the preparation and coordination of a DG ECHO visit (e.g. agenda, training package, briefing package, logistics if necessary, etc.);
- Acts as a floater and gives support to RO, field office and Headquarters if/when requested (e.g. unplanned absence, major crisis, office opening, expansion, etc.);
- Supervises the electronic filing structure (both in OMT (Office Management Tool) and in shared drive) in liaison with IT Coordinator for arranging file permission (read and write) and structure revision (new folder/s);
- Maintains and updates administrative and financial files with necessary confidentiality where required.

### Specific duties for the senior level Administrative and Financial Officer

- Coordinates autonomously the Administration & Finance team, maintenance personnel and external providers.

### Office specific responsibilities/tasks:

(When applicable)

- Undertakes any additional tasks as assigned by the Head of Office/RO and/or Headquarters.

### 3. Competencies required:

- Drive for Results: High Level
- Conduct in Service: High Level
- Working with Others: High Level
- Decision-making: High Level



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- Managing and Organising Information: High Level
- Strategic Thinking and Planning: High Level
- Communication: High Level
- Organisational Awareness: High Level
- Adaptability and Flexibility: High Level
- Leadership: High Level

*The definition of each competency and examples of behaviours expected for each level are listed in annex.*

### 4. Job Requirements:

#### Education

- A relevant second level university degree or equivalent professional experience.

#### Knowledge and Experience

- Minimum 8 years of relevant work experience at national or international level in the area of administration or programme support service including experience in procurement, human resources and finances, as well as provision of inputs for regular reporting, both financial and narrative;
- Experience in handling complex organisational issues;
- Very Good knowledge of DG ECHO rules, regulations and procedures;
- Previous experience in a Governmental or other International Organisation is an advantage;
- Excellent drafting skills;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.).
- Experience in the usage of ERP software(s)

#### Languages

- An excellent knowledge of English (verbal & writing).

#### Disclaimer:

**The Authority Authorised to Conclude Contracts (AAAC) reserves itself the right to amend the job requirements in line with the local labour market conditions.**