

Terms of Reference

Finance and Admin Officer

Nature of Engagement:

Full time,
based in Tunisia or
Lebanon.

Title:

Finance and Admin
Officer

Line Management:

Managing Partner and
Project Director

Remuneration:

Competitive

Start Date:

As soon as possible

Context of the Role:

Expectation State we build more inclusive economies, communities, states and ecosystems to meet the expectations of society. We're a partnership of entrepreneurial development experts, sharing ownership of a business that we're passionate about. We design and deliver projects and initiatives that contribute to more just and inclusive societies.

Our work brings together some of the most accomplished experts in our focus markets with international experts drawn from across both the public and private sectors. We design and deliver projects and initiatives that contribute to more just and inclusive societies, through a business that we believe is just and inclusive.

We are hiring for a Finance and Admin officer. You will be part of a small, high performing team, located across Tunisia, Jordan, Zambia, Zimbabwe, Kenya, Ghana and the UK. As a growing company our financial management needs are constantly changing. We are looking for an early-career professional with formal training in finance to lead our financial administration across the business as a whole, with a specific project allocation to one of our larger programmes, funded by USAID, in Jordan.

You will become part of a company that provides the conditions for its personnel to thrive and perform; for this role, we are looking for someone that wants to contribute to a high performing team and is extremely motivated, with excellent attention to detail.

If that's you, read on!

Role:

Company Financial Administration Duties: Approx 60%

- Invoice Management: ongoing processing of company-wide sales and purchase invoices;
- Creation and monitoring of projects on Xero: Creating project categories on Xero when new projects are won;
- Understanding our Project Management Spreadsheet (PMS) tool and pro-actively working with PMS owners;
- Creating monthly project finance reports that are within a broader understanding of our projects;
- Working with our accountants and senior management on our monthly Cash Flow Statement.

Project Financial Administration Duties: Approx 40%

- Support the development and/or technical review of program budgets;
- Lead financial activity, including but not limited to: making payments, issuing and reviewing invoices requesting advances as needed, and reviewing and approving project accounting reports and supporting documentation;
- Manage time and expense reporting, finance, accounting and human resources policies, procedures and standards in alignment with Expectation State, and donor and client policies and procedures, including but not limited to USAID;
- Prepare quarterly accrual reports, expenditure reporting, and burn rate projections for clients (such as USAID) and Expectation State head office;
- Prepare required quarterly, and annual financial reports for clients and donors including but not limited to USAID;
- Act as the lead reviewer for all invoice activity for the project including, reviewing final invoices and approving any third party invoices and expenditures;

- Coordinate with head office and project staff to ensure all financial activities meet project needs, e.g. accurate production of invoices for USAID, spend plan tools, other financial trackers, and responding to USAID, ES and client inquiries;
- Strong written and spoken English skills are essential for this role and will be a major focus during our evaluation in the recruitment process.

Profile:

The ideal candidate will be an early career professional with a formal finance qualification and experience of finance administration.

We are looking for someone who has experience of using online accounting, such as Xero, and is willing to combine a willingness to learn more about using the platform with intense attention to detail.

You should have an eye for spreadsheets, and a desire to help team members administer project budgets across a diverse portfolio. Your record-keeping is excellent, as is your adherence to set processes, but you are equally willing to suggest improvements to how we do things.

You will ideally be coming to us with one to two years of finance and administrative experience in the international development sector, with a basic understanding of how projects work and the financial management that they require.

To apply, please email: recruitment@expectationstate.com with your CV and a covering email demonstrating your experience and enthusiasm for the role using "Application Finance and Admin Officer" as subject. **Closing 30, September 2024.**