

## **TERMS OF REFERENCE**

Title: Administrative & Financial Assistant  
Hierarchical Supervisor: Project Manager  
Functional Authority: Administrative & Financial Manager  
Start Date: Immediate availability  
Location: Sierra Leone

## **CONTEXT**

Wetlands International is an international non-governmental, non-profit organization dedicated to the conservation and restoration of wetlands. Wetlands International Africa - Western Coast and Gulf of Guinea designs and implements programs in the coastal area of West Africa and the Gulf of Guinea. Wetlands International Africa - Western Coast and Gulf of Guinea is an independent legal entity with a General Assembly, a Board of Directors, and an Executive Directorate, and is a member of the Wetlands International network.

Network members share the name and brand "Wetlands International", jointly implement a common "Strategic Intent", and share a set of organizational policies. The headquarters of Wetlands International is located in Ede-Wageningen (Netherlands) while Wetlands International Africa - Western Coast and Gulf of Guinea has been based in Senegal since 1998. In addition to the regional office in Dakar, Wetlands International Africa - Western Coast and Gulf of Guinea has project offices in the Saloum Delta (Senegal), Guinea-Bissau, and Sierra Leone.

WIA has undertaken an ambitious effort to improve the organization and management of its accounting and financial information. It recently conducted an audit of its accounting procedures and is striving to implement the recommendations from this audit. To enhance the quality of its accounting and financial information processing, Wetlands International Africa is recruiting an Administrative & Financial Assistant. These terms of reference define the expectations for this role.

## **Missions**

The Administrative & Financial Assistant provides administrative and financial assistance to the technical team. The project assistant serves as the focal point for administrative functions, acting as the primary contact for external parties. They assist the team with administrative needs, including travel logistics and workshops/meetings. They also perform minor financial tasks under the guidance of their supervisor.

## **Main Responsibilities**

### **Finance – Accounting**

- Assist the accounting team with daily tasks;
- Verify the accuracy of accounting information;
- Scan, file, and archive accounting & administrative documents according to defined procedures;

- Reconcile accounts and analyze discrepancies;
- Contribute to the preparation of financial reports;
- Manage the project's petty cash & OHC as well as banking operations;
- Monitor the asset register;
- Track Project budgets ;
- Manage & monitor office cash flow;
- Verify and regularize budgetary allocations for project and operating expenses;
- Handle social & tax declarations;
- Verify invoices and all other recorded accounting documents;
- Verify the analytical allocations of accounting documents;
- Verify the filing of journals (bank, cash, institutional expenses, or OHC);
- Reclassify accounting documents by project.

## **Administration**

- Act as the receptionist, presenting a positive image through professional handling and proper transmission of messages;
- Update the partner database;
- Provide administrative support to all technical staff;
- Organize logistics for office missions, workshops, meetings or conferences;
- Retrieve and verify expenses incurred during missions;
- Prepare travel arrangements including securing mission orders, booking hotels, and flights;
- Manage the arrivals-departures of mail and signatures;
- Prepare and submit drafts of administrative correspondence;
- Liaise with the bank and archive correspondence exchanges;
- Prepare monthly income and expense statements for the financial manager;
- Source pro-forma invoices and quotations;
- Ensure the rigorous maintenance of the organization's accounting and financial documents;
- Follow up on billing, payments, and expenses according to established procedures;
- Contribute to human resources management, including preparing employment contracts and managing payroll;
- Make photocopies and bind documents;
- Perform other reasonably related tasks as assigned.

## **Required Qualifications**

### **Education**

- A minimum of a two-year degree in business administration, accounting, finance or a related field is required.
- Additional training in project management or financial management of NGOs is an advantage.

### **Experience and Core Competencies**

- A minimum of 2 to 3 years of experience in an administrative and financial role, preferably within an non-profit organization or a project.
- Good knowledge of accounting and financial principles, as well as budgeting procedures.
- Experience in managing expenses, payments, and billing.
- Proficiency with standard accounting and Microsoft office software.
- Strong written and verbal communication skills in English is a major asset.

## **Professional Qualities**

- Excellent organizational skills and the ability to manage multiple tasks simultaneously.
- Attention to detail and accuracy in managing financial documents.
- Ability to work in a team and collaborate with various stakeholders.
- Knowledge of French is a major asset .
- Ability to work independently, take initiative, and meet deadlines.
- Commitment to the values and missions of the Wetlands International.

## **Application**

Send the following documents to [rh@wetlands-africa.org](mailto:rh@wetlands-africa.org):

- 1 cover letter (maximum 1 page);
- CV (maximum 1 page).

**Deadline for receipt:** Wednesday, July 31, 2024

