



CEL011: JOB DESCRIPTION

Position Title: Finance & Administration Officer	Created Date: 01.07.2021
Department: Finance & Administration	Version: 1.0
Supervisor: Manager- Finance & Administration	
<p>Position Purpose:</p> <p>Under the supervision of the Finance and Administration Manager. The Finance & Administration Officer responsibilities will be as follows:</p> <ul style="list-style-type: none">• Assist the Finance & Administration Manager in administration and finance matters to ensure an effective management of the financial resources according to the CELCOR Financial procedures.• Ensure the compliance of administration, finance and policies and procedures.• Ensure payables are managed smoothly and efficiently in accordance with CELCOR procedures and with accuracy and completeness. Ensures that all payments are done in a timely manner,• Ensure that transactions are processed daily in the system and that they are accurate and complete. • The F&A works in close collaboration with the DLA & Policy Research & Law Reform & CLEAR Project team and Programme/Operations staff in the F&A for resolving administrative and finance-related issues and exchange of information.	

Key Responsibilities:**Financial Management and Accounting**

- Ensure completeness of supporting documentations for payment.
- Invoice coding and data input into Peach Tree and MYOB Accounting Software on a daily basis. •
Responsible for petty cash disbursements, replenishment and petty cash count.
- Ensure bank and petty cash transactions are recorded on a daily basis.
- Review field budget activities to ensure cost efficiency.
- Preparation of payment vouchers and cheques.
- Review payment vouchers, bank & petty cash control sheets,
- Verify travel expense reports and get them approved by Executive Director before filing.
- Ensure all procurements comply with competitive 3 quotes bidding.
- Issue, track and reconcile approved travel advances to field office staff; review advance reconciliation and claims for completeness and accuracy. Collect monthly Bank Statement on Monthly basis.
- Manage filing/archiving of all Accounts Payable/Receivable documents and admin files (including invoices, payment vouchers, credit memos, expense reports, Accounts Payments adjustments via AP/AR Ledger)
- Ensure organizational financial manual is closely followed by all staff.

Administration management

- Responsible for vehicle fleet in the office (regular maintenance and vehicle usage policies applied). •
Responsible for fixed assets management.
- Take responsibility for the maintenance of all office equipment.
- Prepare and organize local workshops.
- Administration of medical aid for staff.
- Coordinate and organize field staff travels.
- Other general administrative functions and responsibilities as directed by the Executive Director. •
Supervise the office driver and monitor the vehicle log book

Program /institutional audits

- Provide support role to the Finance & Admin Manager in audits (internal and external) including preparation of documents for internal, external and donor audits), in the field office when necessary.
- Liaise with internal and external auditors on audit related issues.
- Facilitate auditors in performing on-site visits.
- Assist in providing management responses to audit reports and timely implements the audit recommendations.

Reporting Requirements:

- Quarterly progressive update report to the Finance & Administration Manager.
- Provide progressive quarterly reports to Executive Director as and when required.

Qualification, Experience & Skills Requirements:

- At least 3-5 years' experience in Accounting or Commerce in the field of national NGO's or private sector. • A tertiary degree or diploma in Commerce or Accounting.
- Good knowledge of fund accounting including reporting requirements of major Aid Donors and financiers, • Must be familiar with major accounting software and excel would be a distinct advantage,
- High standards of professional ethics
- Strong organisation, prioritisation and time management skills and attention to detail
- Demonstrate experience in effective communication, report writing, and public presentations • Demonstrate experience in strategic planning and meeting deadlines.
- Demonstrate ability to manage multiple tasks ensuring efficiency and accuracy and complete assignments within timeframes and budgets
- Representational skills including experience developing networks and relationships with government, civil society and other stakeholders.
- Demonstrate understanding of gender equality and commitment to CELCOR's approach and values including diversity and cultural sensitivity.

About CELCOR/Friends of the Earth Papua New Guinea and programme of work

The Centre for Environmental Law & Community Rights Inc (CELCOR) is a public interest legal NGO with special focus on awareness raising, policy development and capacity building for communities affected by logging, mining, oil palm, extractive industries and marine development areas to have their voices heard appropriately. CELCOR was established in February 2000 and is governed by the Board of Directors; and is staffed by an Executive Director, Lawyers, Campaigners, and Finance and Administrative Support team.

Since its inception CELCOR has been providing pro bono legal advice and assistance to customary landowners, NGOs and CBOs affected by developmental activities. The organisation had also been involved in policy analysis and development works notably the efforts to educate landowners about their rights under the laws through the community based legal education programme.

CELCOR has been instrumental in initiating, contributing to, and supporting partnerships and alliances with other organisations to achieve environmental protection within PNG and the region. It is a member of the Friends of the Earth (FoE), and is now working with partner NGOs in Indonesia, Malaysia, Australia, Solomon Islands, Fiji, Australia and the Philippines on issues relating to illegal logging and protections of indigenous rights. CELCOR's lawyers are also members of Environmental Law Alliance Worldwide (ELAW), a global network of public interest law advocates including lawyers and scientists.

Similarly, CELCOR is a founder and a member of PNG Environmental Alliance (PNGEA), a newly established peak body for Environmental civil society organisations and the PNG Resources Governance Coalition (PNGRGC). It is well regarded by other NGO partners for its work on policy, advocacy and analysis, especially forestry laws and policies.

There are three strategic sections under which its programmes are organised and implemented:

1. Direct Legal Assistance and Policy Research and Law Reform, and
2. Community Legal Education and Awareness Raising
3. Finance and Administration

CELCOR as a not for profit making organisation, all its activities and operations are funded by donors from around the world. As such, CELCOR's activities are focused on its organisational mission and vision that captures donors funding objectives towards protection of the environment and human rights.