

## Finance and Administration Assistant

**JOB TITLE:** Finance and Administration Assistant

**REPORTS TO:** Head of Finance and Administration

**TEAM MEMBERS** Finance and Admin Unit

**SALARY CATEGORY:** A

### SCOPE OF THIS POSITION

The Finance and Administration Assistant works with the Finance and Admin Team to ensure high quality, accurate and timely accounting, reporting, and execution of payments to suppliers and personnel.

The Finance and Administration Assistant shall ensure that appropriate work equipment and office services are in place, including the security of the office premises.

The position reports to the Head of Finance and Administration and works closely with the Team members and the Secretariat.

The roles shall be divided with 50% of the working hours dedicated to the finance function and 50% to office services.

**LOCATION:** GWPO Secretariat in Stockholm

**REGIONAL FOCUS:** Global

### SPECIFIC DUTIES

#### 1. Finance 50%

##### Accounting and payments

- Ensure that supplier invoices, travel claims, and reimbursables are registered in the supplier ledger
- Ensure that electronic payment approval process is well functioning, and send approval reminders
- Quality control travel claims and reimbursables
- Register vouchers in the accounting system
- Release approved supplier invoices and claims for payment
- Update supplier information in the Supplier Ledger
- Prepare and submit quarterly VAT reports
- Prepare monthly reports on office expenditures
- Keep an updated Accounting Manual
- Update the GWP per diem rates bi-annually
- Ensure filing and archiving of accounting documents
- Continuously improve administrative and financial routines within the Finance Unit

- Back up function for the Financial Officers

#### Reconciliation

- Participate in the planning and execution of timely monthly reconciliations of the Secretariat and the Global accounts

#### Other

- Keep an updated fixed asset register
- Other duties, as assigned by the Head of Finance and Administration

#### 2. Office services (50%)

- Ensure that the office has appropriate work equipment and service arrangements in place and act as the contact person for suppliers of all office services (excluding IT, printers, and phone hardware).
- Responsible for the maintenance of the office including purchase of office and kitchen supplies, handling of key cards, and hard copy archiving.
- Ensure updated calendars (travel and vacation, and kitchen week) are in place.
- Ensure an efficient handling of mail and deliveries.
- Coordinate any internal office changes and moves.
- Support the Secretariat's goal to keep reducing its office-related carbon footprint.
- Oversee, establish and strive for a safe, secure and ergonomically good work environment. This includes being responsible for the fire safety, first aid and other security measures at the office
- Any other support within office environment and services as requested.

#### QUALIFICATIONS AND EXPERIENCE

- At least secondary school education, preferably within accounting
- Minimum of 3 years of experience as financial/administrative assistant preferably in an international working environment
- Good familiarity with accounting systems
- Conscientious, socially skilled and service-minded attitude as well as high attention to detail and numerical accuracy
- Ability to work independently and multi-task
- Committed to meeting deadlines and good quality of work
- Excellent oral and written communication skills in Swedish and English. Working knowledge of other major languages are considered an asset
- Proficient in MS Office Programs

The closing date for applications is **2 October 2016**. Please email your CV and a cover letter, in English, to [vacancy@gwp.org](mailto:vacancy@gwp.org) and specify how you learnt about the position.

Please note that due to limited resources, we will only respond to candidates who will be called for interviews. If you have not received a response within two months of the deadline, you can assume you have not proceeded further in the selection process.