



Job Profile

Position: Regional Finance & Administration Officer
Employee Type: Permanent
Supervisor: Regional Finance Manager, Latin America & Caribbean
Department: Finance

POSITION PURPOSE:

The Regional Finance and Administration Officer is responsible for ensuring effective and timely accounting, financial and administrative management in the Country Offices of Latin America and the Caribbean region.

DIMENSIONS:

Direct Reports	0
Travel	Up to 30%, if required
Budget Management	0

JOB REQUIREMENTS:

<p>EDUCATION/EXPERIENCE</p>	<ul style="list-style-type: none"> • 3-5 years of experience in technical area of expertise (finance/accounting and administration) • 2+ years of field experience in a humanitarian organization. • Some experience in reporting and managing project activities, preferably in an international NGO environment. • Experience developing and using a variety of forms.
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BUSINESS COMPETENCIES & GENERAL SKILLS

<ul style="list-style-type: none"> • Accountability, • Analytical thinking, • Client & results orientation, • Commitment to continuous learning, • Communication, • Empowering & building trust, • Managing resource, • Organizational awareness, • Planning & organizing, • Teamwork & collaboration • Strong coordination and time management skills. • Ability to plan ahead, anticipate requirements, problems, and obstacles, work effectively and calmly under pressure to tight deadlines. 	<ul style="list-style-type: none"> • Proven ability to work effectively at a senior level, gaining trust and confidence with stakeholders. • Sound knowledge of Intuit QuickBooks system, Microsoft Office including Word, Excel, PowerPoint and Outlook and SharePoint sites, office practices, procedures, and administrative systems • Have a deep understanding of financial and administrative policies and procedures. • Provide feedback to staff on documentation submitted with incorrect coding or inadequate supporting documentation. • Effective communication skills are required. • Fluency in Spanish and English at advanced level. French is a plus.
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AREAS OF RESPONSIBILITY

1) Accounting & Financial Management

- ✓ Verifies that the entries transactions process occurs according to the LWI policies, procedures and that they comply with the donor requirements.
- ✓ Control over and/or entry of changes to the Chart of Accounts, Analysis Codes, exchange rates and budget categories
- ✓ Ensure that all the transactions follow LWI procedures and guidelines.
- ✓ Review of the monthly closing journals of country offices
- ✓ Reconciled all the bank account statements of the LACR National Offices
- ✓ Keeping the Houston paid accounts for each of the LACR National offices.
- ✓ Balance Sheet items review and reconciliations and ensure that other balance sheet items are reconciled.
- ✓ Coordinate with the LACR field offices that corrections are done on a timely basis.
- ✓ This post will support the month-end closing routines of the LACR country offices (e.g., currency revaluation, allocation, booking of intercompany accounts, provisions, etc.) within the deadlines.
- ✓ Review that monthly closing reports are uploaded to BOX within the deadline.
- ✓ Provide feedback to the financial Officers/Managers when findings have been identified in terms of monthly closing review that does not meet the policies, guidelines or transactions that are not within the approved budget.

2) Supply Chain Management

- ✓ Support the overall success of all regional logistics and procurement related operations. Ensure correct implementation of procurement standard operating procedures in LWI and provide support to country programs as needed.
- ✓ Support periodic review and updating of Supply Chain procedures, including Procurement Manual, Forms and GIK guidelines.
- ✓ Support to National Offices to ensure accurate filing systems are maintained and updated, including periodic verification for auditing purposes.
- ✓ Ensure regular communication of procurement status with the stakeholders of the LACR National Offices. This includes, but is not limited to, management of documents in hard copy, soft copy, and data entry in appropriate electronic systems.
- ✓ As needed serve as the logistics lead for establishing new program and country offices, designing, and deploying in-country supply chain and procurement system, inclusive of receipt and clearance processes for importations, warehousing, vendor sourcing, and distribution mechanisms
- ✓ Maintain open and professional relations with team members, promoting a strong team spirit and providing oversight and guidance to enable staff successful performance in their respective roles.

3) Administrative Management

- ✓ Support in ensuring compliance with all the local regulations in the country.
- ✓ Bi-annually check that the national office conducts a physical count to ensure the list is reconciled with the physical items and keep an accurate record of the inventory of assets, document properly the procurements or disposals of assets.
- ✓ Verify periodically that the insurance policy in the national offices is up to date and covers the existing list of assets including TI and furniture equipment.
- ✓ Ensure that LACR national offices properly manage the leasing and maintenance of facilities, the logistics of repair and maintenance of vehicle fleets and other assets, and that related policies are properly applied.
- ✓ As needed serve as the logistics lead for establishing new program and country offices, identifying safe and secure housing and office space, managing program, and ensuring effective field operations

- ✓ Provide support to national offices in case of long-term vacancies, absence, or illness to ensure continuity of the finance/administration function.