

JOB DESCRIPTION

Job Title	Eurasia Programme Administrative Assistant
Department	Eurasia Programme
Supervised by/ Reports to	Eurasia Senior Programme Finance and Operations Officer
Job location	London
Annual Salary	£23,206
Contract duration	permanent
Work Permits	Unfortunately, International Alert does not have sufficient funding to make work permit applications on behalf of potential candidates and therefore can only consider applications from people with the right to work in the UK.

Job Purpose

This post involves providing administrative support to International Alert's Eurasia programme. Currently, the Eurasia programme has programmes in Central Asia, the South Caucasus and Ukraine – with a projected budget for 2016 of £3 million. The purpose of this post is to provide support on administrative, financial and operational tasks and contribute to the outputs of the team and the programme.

Duties and Responsibilities

The duties and responsibilities of the Administrative Assistant will fall under the main headings below:

General Programme administration

- **Support with grant audits in London:** preparing audit files, liaising with field offices where necessary, re-filing as per Alert's filing systems, working with the core finance department.
- **Support to Field offices:** Provide central administrative support to Eurasia's field offices in Tajikistan and Ukraine, liaising with in-country staff and ensuring queries are dealt with promptly
- **Accounts:** review and process monthly overseas accounts from Tajikistan and Ukraine, checking balances, filing appropriate documentation
- **Payments:** Support the Eurasia Programme Finance Officer in processing all payments out of London as per Alert and Eurasia procurement procedures; reviewing supporting documentation, ensuring that all payments are duly signed and documentation attached sufficient.
- **Support in logistics:** flights, per diems, hotels on an ad-hoc basis for consultants and international staff where needed
- **Timesheets:** gather monthly timesheets, updating salary allocations, and submit to core finance as per the deadline
- **Donor invoicing:** prepare invoices as per the grants schedule in liaison with the Programme Finance Officer
- **Consultants:** preparing consultancy contracts using the standard template
- **Administration:** provide general finance and administrative support to programme staff and consultants as and when required.
- **Information management:** support with intranet filing, set up of folders for new project sites and saving key grant information to the correct folders; Maintain programme calendars, contact networks and databases.
- **Operational Systems:** Provide support in upgrading operational systems (including security plans, HR management systems, etc.) in focal countries.

Project administrative support

- **Logistical support:** support programme staff with organisational aspects of project events (roundtables, dialogues, trainings, etc.), ensuring smooth 'behind-the-scenes' running of events. This includes purchasing of tickets, booking of accommodation, meals, transport, allocation of per diems for staff and participants, and organisation of cultural programmes accompanying project events etc. ensuring procurement guidelines are met.
- **Partner and consultant sub-contracts:** support programme staff to administer and monitor sub-grants to partners and contracts with consultants as allowed for within project budgets, ensuring compliance with internal Alert financial systems and donor accountability requirements. This involves drawing up agreements (Contracts, Terms of Reference, budgets, reporting templates) with field-based partners and consultants; processing quarterly financial reports, monitoring expenditure in accordance with the deliverables outlined in the contract, etc.
- **Project Website:** Support the maintenance and upkeep of project related websites, including uploading articles and monitoring statistics.
- **Project co-ordination** - Providing overall co-ordination of the administrative side of the EU funded initiative which will involve working closely with 4 INGO's to ensure adherence to donor requirements, minute taking at management meetings, consolidating donor reports and setting up monitoring systems.

General

- Contribute to team-wide communications and knowledge management, and participate in organisation-wide events and discussions on related topics/projects
- Assist on coordinating inductions of new staff within the Eurasia team, including liaising with HR, IT and Facilities to ensure all procedures are followed for all new starters

Any other tasks as deemed appropriate and commensurate with this position's level of responsibility.

PERSON SPECIFICATION

Talents

For this role, the skills, qualifications and experience listed below are important, but we believe that to be great in this job you are likely, first and foremost, to be a problem-solver, to have strong organisation skills and a strong interest for finance and administration in NGOs.

ESSENTIAL REQUIREMENTS

A relevant degree at Bachelors' level
A strong interest in learning and understanding how NGOs operate at the financial and administrative level
Administrative experience
Proven computer literacy (Word, Excel) in particular with spreadsheets (e.g. ability to use databases and financial data management systems)
Russian language skills
Good writing skills in English and ability to communicate complex concepts simply
Good interpersonal skills, including team working and networking skills
Ability to work under pressure, with strict deadlines, and to prioritise clearly
Ability to interact and work with people from a range of cultural and intellectual backgrounds
Meticulous attention to detail, particularly in regards of financial data management and takes pride in the quality of their work

DESIRABLE REQUIREMENTS

Experience with managing large donors such as EU, USAID, and familiarity with donor compliance requirements.
Accounting/book-keeping experience
Experience of organising events, logistics, etc.

SUMMARY TERMS AND CONDITIONS

Leave entitlement	25 working days pro rata p.a. plus English public holidays.
Notice period	There will be an initial 1 month probationary period during which notice will be 1 month on either side. On successful completion of the probationary period notice will be 1 month.
Working hours	There is a standard 35 hour week, with some flexibility around start and finish times to be agreed with the line manager. All staff are required to work core hours 10am - 4pm.