



JOB DESCRIPTION

GTH T&T 01-2025: Finance and Office Administrator

I. JOB IDENTIFICATION

Job Type: Administrative

II. MISSION

To ensure efficient financial, administrative, and human resources management in compliance with institutional policies, optimizing resource use, ensuring regulatory compliance, and contributing to the achievement of the Institute's strategic objectives.

III. RESPONSIBILITIES

- 1) Ensure compliance with institutional procedures in procurement, budget control, financial management, and record-keeping for quota resources and external projects.
- 2) Provide timely responses to documentation and information requests for internal and external audits.
- 3) Monitor budget execution, identifying and flagging variances or low execution rates, including supporting budget preparation, forecasting, control, and monthly cash flow requests.
- 4) Process and reconcile accounts payable and receivable, including petty cash and charge advices, and prepare bank reconciliations and required financial reports.
- 5) Ensure accurate payroll processing and statutory benefits compliance, maintaining proper records.
- 6) Maintain and update vendor, client, and financial documentation records, prioritizing digital files in line with institutional systems.
- 7) Manage and control institutional assets, ensuring proper inventory, maintenance, and optimal functionality.
- 8) Coordinate and supervise assigned administrative personnel, fostering a productive work environment aligned with institutional values.
- 9) Participate in human resources processes, including recruitment, training, performance evaluation, and team development.
- 10) Coordinate and support the timely management of procedures for engagements, events, communications and information dissemination through required reports government officials, partners and stakeholders aligned with institutional norms and values.

Perform any other duties that may be assigned by the immediate supervisor.



IV. JOB PROFILE

1. Career:

Bachelor's degree in one of the following fields:

- Financial management
- Accounting
- Business administration or related field
- Human resources, office management, or related field

Additional certification (considered an asset):

- Accounts management
- Human resource management
- Project management
- Or any related field

2. Academic Degree

Bachelor's degree

3. Experience

7 to 10 years.

Areas of expertise:

- Intermediate procurement management
- Budgeting, record keeping, and financial transactions management
- Audit processes
- Data analysis, organization and systematization of information
- Proficiency in accounting software
- Capacity to maintain digital document management systems
- Capacity for effective engagement among diverse stakeholders

4. Languages

English advance

5. Computer skills

- Strong computing, document processing [Microsoft Office, especially Excel, Accounting Software, and digital communication platform skills [Zoom, Teams, LinkedIn/other social media, etc.] (Required level: High)

V. REQUIRED KNOWLEDGE



- Strong accounting skills and a solid understanding of financial principles and practices (Required level: High).

VI. SOFT SKILLS

- Strong written and oral communication skills (Required level: High).
- Ability to work without supervision and handle confidential information (Required level: High).
- Ability to multitask, with strong time management skills (Required level: High).
- Strong attention to detail, prioritization and organizational skills (Required level: High).
- Strong ability to maintain professional composure and good interpersonal office relations (Required level: High).
- Proven experience in ability to plan and manage engagements with public and private sector professionals and other stakeholders (Required level: High).
- Effective communication and interpersonal skills (Required level: High).

Candidates should send their resume to the following email address:
vacan01.2025.tt@iica.int

Applications will be accepted until **September 5, 2025**