



April 2022

## Finance Administration Support Coordinator

<b>Job title :</b> FINANCE ADMINISTRATION SUPPORT COORDINATOR (ACDPS)	<b>Type of job :</b> INTERNATIONAL <b>Working time :</b> Monday – Friday
<b>Work place :</b> MOLDOVA (CHISINAU)/ ROUMANIA (BUCAREST)	

### 1. JOB DESCRIPTION

<b>Position in people chart :</b> Reports to Team Leader for Romania/Moldova
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<p><b>General objective of the job/ job precisions</b></p> <p>This position will liaise between partners and CARE emergency teams and provide overall leadership for efficient and effective operation of the humanitarian program support and operations services including <b>Finance, Human Resources, and Administration</b>. S/he will ensure the effective coordination and integration of programs, operations and program support teams to ensure CARE operations remain accountable and delivered timely, effectively through partners based on CARE strategy and standards.</p>
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<p><b>Functional relations :</b></p> <p><b>Internal :</b> Team Leader Romania/Moldova, SERA support team, Care France Direction (Finance and programs), Auditors, Finance, HR Manager, regional teams</p> <p><b>External:</b> Partners, Peer-agencies Humanitarian Staff; government officials; Donor staff; UN staff, global regional teams</p>
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<p><b>Responsibilities:</b></p> <ul style="list-style-type: none"><li>• This position will be responsible for the providing leadership and expertise for efficient and effective implementation of humanitarian program support and operations services – operations of financial, budget, information &amp; communication technology, supply &amp; logistics, human resource and administrative management strengthened and maintained.</li><li>• Appropriate and consistent interpretation and application of operations policy and procedures implemented to support operations at the Field Office level.</li><li>• S/he will have fiduciary responsibility for funds and assets effectively secured and timely executed for optimum utilization by taking appropriate decision on all operational and financial transactions, disbursement of funds, and administrative arrangements.</li><li>• S/he will ensure effective leadership is provided in strategic planning and policy recommendations in the area of operations, taking initiative in improving and implementing operations management systems.</li><li>• S/he will ensure basic office services are effectively provided to enhance staff safety and productivity, compliance with all operational systems and procedures effectively monitored to ensure integrity in all financial and other administrative operations of the office.</li><li>• S/he will make recommendations to the country office leadership regarding staffing and structure in support of an emergency response.</li></ul>
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- S/he will ensure effective coordination between partners and CARE emergency teams to ensure the humanitarian response is delivered timely, effectively and in high quality.

**Program Support Leadership:**

- Facilitate operations aspects of program planning and preparation for upcoming operations resources needs
- Provide leadership and support to the country office finance team to ensure policies, procedures and systems are established to enable a timely, rapid, and effective humanitarian response and scale-up.

**Key Areas of Responsabilité**

- Assume overall operational oversight of the emergency response in Moldova, ensuring strict compliance of program activities and global policies and procedures and with relevant donor regulations and agreements,
- Work closely with Program and Finance/Grants teams to deliver successful programs while demonstrating excellent stewardship of donor funds and compliance with donor regulations as well as CARE's internal policies and procedures.
- S/he will take overall leadership on the implementation of the Response relevant national level budgets, while keeping relevant stakeholders informed and ensuring any corrective actions are taken where required.
- Ensure an effective emergency response in all of its phases of delivery and submitting the donor reports on project activities in compliance with internal requirements and any relevant external donor requirements.
- Submit weekly field reports to the country representative
- Ensuring that the relevant project monitoring plans and systems for identifying and tracking the indicators and develop processes/procedures and forms to support monitoring and inform learning are established and implemented.
- Ensure optimal safety and security management procedures and practices are in place for the emergency response program and continually monitor the safety and security situation, adapting staff safety and security procedures in collaboration and cooperation with the Safety and Security Manager.
- Ensure strong accountability to beneficiaries.
- Plan, identify and resource appropriate and effective structure & staffing needs for entire response; In liaison with the team representative and the HR Manager ensuring that personnel policies are in accordance with national laws.

**Administration Management:**

- Ensure that administrative support functions are established and maintained in accordance with CARE International administrative policies and procedures.
- Review administration policies, systems and procedures as required to meet the changing demands of the humanitarian response.
- Review of the field office specific policies and with the administration team communicate these policies to staff.
- Ensure and support partners to ensure implementation and compliance the CARE Procurement Policy and Procedures, especially on the CARE Emergency Procurement Procedures.

**Capacity Building:**

- Ensure that capacity building plans and performance management systems are in place to develop the requisite competencies in staff to ensure ongoing sustainability and quality of response.
- Coach and mentor international staff and national level counterparts and link in to wider organizational talent development mechanisms.

- Work closely with the Team Leader/ partners – on identify staff and partner capacity building gaps, needs and draw plans to provide relevant capacity building.

**General:**

- Comply with CARE policies and practice with respect to gender equality, code of conduct, health and safety, equal opportunities and other relevant policies and procedures.
- Gender Equality: Support efforts to ensure that gender equality is integrated into all aspects of humanitarian program support. Help build field office, partner and staff capacity in considering and integrating gender equality throughout emergency policies, procedures and approaches.

## 2. Profile of employee :

**Experience and Education (training) :**

- University degree (Bachelor or Masters) in Finance, Management, Business Administration, Economics or a related field, or equivalent experience.
- Minimum of 2 – 3 years senior management experience in complex and natural disasters; both slow and rapid onset

**Main skills for the position :**

**Technical skills :**

- Experience establishing country office and field office program support / operations policies, procedures, and systems.
- Very strong finance skills and experience as part of a senior management team, preferably as part of a CARE emergency response
- Experience with HR and Administration
- Experience and capacity to work in harsh conditions and insecure environments
- Solid analytical skills, problem solving and experience with major donors (e.g USAID/OFDA, DFID, ECHO, GAC, etc.)
- Excellent analytical skills – the ability to analyze complex data and design and produce effective management information
- Excellent experience of budgeting and budget management
- Excellent understanding of financial systems and procedures
- High level of demonstrable leadership and strategic management skills – including management and leadership of multi-sector teams in an emergency setting
- Ability and willingness to undertake frequent travel, including to work environments in insecurity environments;
- Language skills essential (excellent written and spoken English is essential, Roumanian is highly desirable
- Excellent verbal and written communication skills.

**Soft skills :**

- Strong ability to prioritize work
- Strong organizational skills; ability to multi-task, and/or provide timely feedback on an as needed and/or urgent basis
- Strong ability to meet deadlines
- Strategic decision maker



April 2022

- Ability to build strong partnerships and build commitment and collaboration towards shared goals
- Results-oriented focus; with an infectious enthusiasm and passion for delivering results
- Ability to work in stressful and insecure situations required