

FINANCE ASSISTANT

Department: Programmes

Place of work: Antananarivo, Madagascar. Applicants must have the right to work in Madagascar. Please do not apply if this is not the case.

Duration: June 2024 - December 2024 Full-time fixed term contract

Grade: 6

Annual Salary: MGA 18,998,762.00 – MGA 20,186,185 plus transport & mobile phone allowances, health insurance and life assurance

Reports to: Finance and Support Services Manager

About WSUP

WSUP is a not-for-profit company that helps transform cities to benefit the millions who lack access to water and sanitation. We were created in 2005 as a response to the urban explosion that has left many cities unable to provide basic services, such as access to a toilet or drinking water, to low-income communities. We work alongside local providers, enabling them to develop services, build infrastructure and attract funding so that they can reach low-income communities.

We work in seven countries in sub-Saharan Africa and Asia, supported by an office in the UK. Since inception we have helped over 40 million people access improved water, sanitation and hygiene services.

WSUP's innovative approach to creating impact is guided by our values, which are the common fundamental beliefs and principles that guide us. All our staff are expected to embody these values in their day to day work and interactions. To learn more about our values, please see www.wsup.com/about/work-with-us/.

For more information about WSUP's vision and approach, see www.wsup.com.

About the role

This is an exciting opportunity for a Finance Assistant to contribute to WSUP's mission in Madagascar by supporting the programmes team. In this wide-ranging role, you will report directly to the Finance & Support Services Manager in Madagascar and will provide support in areas as varied as finance, accounting, payroll, and compliance.

If you're a recent graduate with a passion for growth and enjoy learning new tasks, this opportunity is perfect for you! If you are successful, you will become a part of our motivated

team and be supported in a role of continuous learning and professional growth. Apply now and take the chance to kickstart your career with us!

Application deadline

15 July 2024

Interviews

Week of 22 July 2024

Please note: This job is based in Madagascar. Applicants must have the right to work in Madagascar at the time of application. Please do not apply if this is not the case.

All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks. WSUP also participates in the Inter-Agency Misconduct Disclosure Scheme.

The core of the scheme is that participating organizations will share information in the recruitment process about safeguarding-related misconduct (i.e. sexual exploitation, sexual abuse or sexual harassment) that a candidate has been found to have committed. This information will be shared in the form of a "Statement of Conduct". For more information on the Scheme, please click on the following link: www.misconduct-disclosure-scheme.org.

In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. We will request information from all of your employers from the last 5 years. By submitting an application, the job applicant confirms their understanding of these recruitment procedures

Job Description

Overall purpose

The Finance Assistant reports directly to the Finance & Support Services Manager and is responsible for providing support to the WSUP Madagascar team in carrying out activities in a coordinated, efficient and timely manner. It is a wide-ranging role that includes finance, accounting, payroll and compliance.

The Finance Assistant will take a proactive role on their duties. You will ensure process integrity and check that standards are met in all programme locations, as the role oversees all transactions from the cities and staff members. The Finance Assistant will also contribute to the procurement process: analysing bids and quotes and making recommendations for small procurements.

The role will work closely with the Finance functions in the Secretariat in London.

Main responsibilities & tasks:

Please note that you will receive guidance and support on the responsibilities and tasks that are new to you.

1. General accounting

- Maintain financial and accounting records to ensure they are readily available when needed.
- Prepare monthly bank and cash reconciliations in case of absence of the Finance and Support Services Manager. Manage petty cash for Antananarivo, ensuring proper authorization, coding, recording and disbursement, and oversee the petty cash submissions from Toliara and Mahajanga.
- Submit monthly petty cash reports to the Finance team in the Secretariat by the required deadlines.
- Administer the processing of all invoices and disbursements relating to the programme office including proper authorisation by the budget manager (according to WSUP's Financial Scheme of Delegation), proper coding according to the WSUP code lists, data-capture onto the accounting system and payments to suppliers by due dates. Inform the suppliers on payment done by sending the bank transfer form if needed.
- Issue receipt for all money received and pay into the bank promptly.
- Support timely and accurate submission of monthly Credit Card reports.
- Ensure establishment of Cash Request for travel in consultation with the staff at least 10 days before departure.
- Ensure collection and assessment of trip expenses report from staff by the latest one week after arrival.
- Produce the annual financial statement for the local administration.

2. Financial management

- Assist the Finance and Support Services Manager in preparing budgets and forecasts by providing accurate information about past expenditure
- Assist the Finance and Support Services Manager in ensuring that all expenditure is necessary and appropriate for the delivery of the programme objectives and is in accordance with the funders' accounting requirements, requesting clarification from staff where necessary.
- Assess and consolidate financial data for expenditures report to funders and fiscal offices.
- Review and advise the programmes team on cash advanced report: budget to use, funder and accounting code to use and adjust it accordingly.
- Be first point of contact for the distribution and monitoring of petty cash and cash advance for staff located in different cities, including advising on coding and reporting; reviewing documents submitted; checking processes have been followed correctly; advising on how to rectify any issues, and escalating issues when required.
- Maintain confidential information related to salary and other financial information.

3. Procurement and contract management

- Maintain the Commitment Register for the Madagascar Country Programme ensuring the list of contracts is complete and up to date.
- Prepare sections related to payments and financial sections of contract agreements for contractors, consultants, and other services in line with WSUP's standard terms and conditions.
- Collaborate with the Programme team on procurement process for programme activities needs:
 - Ensure that the tender documents contain all the administrative requirement in line with existing legal and fiscal framework
 - Participate on the bid analysis on finance and administrative matters and request additional information if needed
 - Prepare, in collaboration with the technical team, the proposition for award with best proposal based on technical and financial criteria to the Programme Coordinator and the Country Programmes Manager
 - Request all the necessary documentation for future payment
 - Create and maintain the Contract Control file for selected enterprises and update the commitment register Monitor payments if there are made in stages
- Lead procurement process for office supplies and services, in line with WSUP's Procurement Procedures, including monitoring delivery and quality of supplies, and maintaining contract files in a complete and orderly manner.

4. Payroll

- Monthly payroll administration, including statutory payments, benefits, pensions salary changes and salary deductions, calculating final salary payments for leavers, uploading data to payroll system, incorporating changes advised by the HR & Support Services Assistant.
- Making the correct payment of monthly salaries for all staff directly employed by the WSUP Programme, and promptly calculate and process payment for all local taxes and record according to WSUP procedures.

5. Compliance

- Prepare and deposit documents/communication with fiscal, national entities and other organizations (Ministries, Communes, partners).
- Filing financial records and documents for accounting, for periodical national reporting process, and for audit.
- Ensure the accounting of all expenses according to Malagasy rules and regulations and prepare financial reports and statements required by law and national organisms
- Consolidate all the accounts and prepare the draft financial statement and reports to the fiscal office and submit it for the review of the Finance and Support Services Manager and the Country Programme Manager.
- Focal point in the WSUP Madagascar Office on health and safety and internal control.

Undertake any other duties as commensurate with the role and agreed with the Country Manager.

Person specification

Essential

Evidence that applicants meet the essential criteria will be assessed by the following methods: Application (A) Interview (I), as indicated below.

Qualifications and experience	<ul style="list-style-type: none">– Post-graduate degree in finance (Min Bacc+3)– We welcome new graduate candidates
Knowledge	<ul style="list-style-type: none">– Knowledge of purchase order and invoice processing (I)– Knowledge of relevant local legislation (A) (I)– Knowledge of SAGE or similar accounting software(A) (I)
Skills and abilities	<ul style="list-style-type: none">– Ability to deal proactively and tactfully with others (I)– Proactive, results-oriented, and motivated by the mission of WSUP and by development work generally(I)– Good communication skills, both oral and written both in French and English are essential (A) (I)– Ability to work both on own initiative and to play an active role as a member of the local programme team (A) (I)– Ability for multi-task and problem solving (I)– Ability to write in a clear and concise manner and to communicate effectively orally (A) (I)– Good organizational and time management skills: Effective time management and ability to prioritize and plan own work to meet deadlines (A) (I)– Good IT skills and ability to use office software package (A) (I)– Ability to work in a cross-cultural context (A) (I)
Other	<ul style="list-style-type: none">– Passionate about WSUP's aims and ethos (I)– Absolute adherence to WSUP's policies on Child Protection, Health & Safety, Safeguarding and Business Ethics and lead on these by example (I)

Desirable

Qualifications, experience, knowledge, skills	<ul style="list-style-type: none">– Some understanding of the urban WASH sector– Previous experience of working with organisations similar to WSUP or with international NGOs and consultancies– Experience in finance, logistics and programme support, (A) (I)
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