

Terms of reference/description of duty

Finance and Administrative Manager, Forum Syd in Guatemala

Position:	Finance and Administrative Manager
Duty station:	Forum Syd office in Guatemala
Duty level:	Local contract
<p>Main focus:</p> <p>Areas of responsibility</p>	<p>Financial and administrative management at the Office in Guatemala city, Guatemala</p> <ul style="list-style-type: none"> • Financial and administrative management of the Forum Syd development cooperation programmes/projects in Guatemala • Plan and follow-up on all financial reports, audit etc in regards to both FS internally, donors and counterparts in accordance with internal and external requirements. • Support to the Programme Coordinator in financial matters. • Ensure that current recording of transactions holds a high quality and that timetables are kept in respect of account reconciliations etc. • Responsible for the follow-up of the EU agreement and its financial and administrative implementation to make sure that Forum Syd follows all the rules. • Responsible for the registration procedure of Forum Syd in Guatemala. • Responsible for the observance of established policies and guidelines in the financial and administrative area within Forum Syd. • Responsible for the observance of local regulations in respect of taxes, payroll, social contribution, reporting etc. • Continuous monitoring of outcomes and effects of the Forum Syd development cooperation programme in Guatemala from an administrative and financial perspective. • Strengthening of the financial and administrative systems. Ensure coherence and result-based management. • Capacity building of partner-organisations in regards to financial and administrative issues. • Budget-planning and follow-up at minimum every month to ensure a high level financial implementation rate.

	<ul style="list-style-type: none"> • Handling of all inventories, systematically and updated. • Marketing of Forum Syd and Fundraising • Ensure proper documentation in regards to financial and administrative areas. • Close and continuous cooperation with FS Stockholm and especially the Department of Economy/Finance • Other tasks as delegated by the program manager/ Country representative.
<p>Experience required:</p>	<ul style="list-style-type: none"> • Financial Degree preferably with focus on accounting, financial control and/or financial management. • At least 5 years documented experience from qualified accounting and financial management in Latin America. • Good experience in working with financial systems. Experience to use the Agresso Financial system an advantage. • General knowledge about development politics and the political, economic and social situation in Guatemala • Experience/knowledge in areas such as democracy, human rights, indigenous peoples rights and gender. • Experience/knowledge on local organisations and work at grassroots-level • Verbal and written communication skills in Spanish and English

Skills desired: <ul style="list-style-type: none"> - Judgement/Evaluations - systems - Analysis - Making decisions - Independence - Social skills - Negotiation skills - Accuracy 	<p>Very good capacity Very good capacity Very good capacity Very good capacity Very good capacity Very good capacity Excellent capacity Very good capacity</p>
Financial and human resource responsibility:	Number of employees: at least 1 Financial level: Starting with a 600 thousand Euro project
Salary level:	\$ USD 1800-2000 per month, depending on experience
Start date:	15 February 2010
Last date for applications:	1st February 2010
Drafted by:	Rodrigo Arce, Regional Director FS Latin America 18 January 2010