



## INTERNAL / EXTERNAL VACANCY

Haitian Red Cross in collaboration with American Red Cross is looking for

### **(1) Finance and Administration Assistant for Les Cayes**

**Reporting to :** Field Coordinator

**Frequent contact with:** All other Red Cross staff

**Location:** Les Cayes

**Purpose:** American Red Cross (ARC) seeks to prevent and alleviate human suffering around the world by responding to disasters, building safer, more resilient communities, and educating future humanitarians. The American Red Cross continues to deepen and expand its international programming while also working to strengthen the global Red Cross Red Crescent Network, in order to deliver critical assistance to some of the most vulnerable communities in the world.

The HRC and ARC Hurricane Matthew Response in Haiti (HMR) was established to direct the organization's response to the October 2016 Hurricane. HMR activities focus on immediate humanitarian assistance to disaster affected families within the Red Cross/Red Crescent network, and particularly with the Haitian Red Cross (HRC).

The American Red Cross provides support for the various relief and development projects in Haiti. Haitian Red Cross in collaboration with American Red Cross is looking for an experienced professional for the position of Finance and Operations Assistant that will work under the direct supervision of the Field Coordinator in close collaboration with staff from different project and programmes and support services and provide the following support to the Delegation.

### **Specific Duties and Accountabilities**

#### **Finance**

- Assure that the financial and purchasing procedures are organized and carried out in line with ARC and USAID rules and regulations.
- To maintain a set of complete and accurate financial records, including all relevant supporting documentation.
- Ensure procedures are followed regarding controls over cash and bank holdings.
- Maintaining and administering petty cash per ARC procedures.
- Issuing, monitoring and reconciling of working advances.
- Coding financial transactions to appropriate account code and program area.
- Issuing and reviewing of checks.
- Establishing and managing efficient vendor relationships
- Produce accurate monthly financial reports.
- Review expenditures versus the budget of the delegation to ensure accurate accounting, authorization and internal control procedures, report significant variances to Project Finance Coordinator and Finance Director.
- Responsible for maintaining finance file system (both hard and electronic documentation).
- Work with project managers and HRC accounting staff to insure that all finance documents and reports are accurately produced and filed on time.

## **Operations**

- Work permanently with Field Coordinator and Project Finance Coordinator but also the Fleet Assistant and the Logistics and Facilities Officer.
- Collect and file fuel voucher receipts and prepare fueling log
- Monitor vehicle request binder and ensure that request pages are sufficient
- Support the planning and the organization of all activities
- Proceed with and support all staff with administrative and logistics procedures (transportation, phones, holidays, project materials, distribution, etc.).
- Ensure that time-sheets of all staffs are submitted and returned to the charge before the deadline for the submission of this document. And submit to the Administrative Assistant –Receptionist in the respective dates.
- Submit the necessary documents concerning leave, annual, sickness and other absences of staff to the Human Resources in Pétion-Ville.
- Ensuring the dispatching of teams in the field and overseeing the proper and timely execution of work by field staff with the Fleet Assistant
- Advise the Operations Director of any disciplinary action that may need to be taken.
- Plan accordingly field visit for external people to the project sites.
- Managing leases for program facilities (offices, warehouses, etc.) in the department.
- Provide housing accommodation for visitors and rotating staff in the Department.
- Arranging for routine maintenance and repair of all the program facilities.
- Ensuring that all equipment and materials are properly used by employees and volunteers.
- Monitor travel advances, per diem for ARC field staff.
- Prepare meeting minutes and track attendance of the participants.
- Prepare reports to follow up with supervisor.
- Administer petty cash (if required), fill all important documents and support the verification of ARC compliance requirements.

## **Additional duties**

- Suggest improvements or efficiencies that could be implemented
- Support the database development and management process
- Understand and practice the Principles of the Red Cross & Red Crescent Movement
- Any other duties relevant to the position as required by the supervisor

## **Duties applicable to all staff**

- Establish and ensure effective working relationships with all staff
- Ensure effective working relationships with National Society counterparts and leadership
- Ensure effective working relationship with technical and service departments at national, delegation and headquarters level
- Perform other work related duties and responsibilities as may be assigned by the supervisor
- Work towards the achievement of overall goals of the operations in the delegation through effective managerial and lateral relations and teamwork
- Respect and work within the code of conduct of the Red Cross Movement

### **General Skills, Qualifications and Experience**

- Native of the assignment area – Les Cayes
- Be in good mental and physical health
- Bachelor Degree in Accounting or related field. Two (2) or three (3) years of professional work experience in finance or accounting role preferably with an NGO or other international organization and USAID a plus.
- Computer proficiency in MS Office applications
- Be diplomatic, patient, persistent and proactive
- Have excellent communication skills
- Leadership skills, teamwork and relationship building
- Able to prioritize and meet deadlines
- Flexible and adaptable to changing working conditions
- Experience of working for the Red Cross/Red Crescent or other international humanitarian organization
- Experience in humanitarian relief and emergency response programs
- Be willing and able to travel whenever required for work purposes
- Speak Creole, French and English

**Interested candidates should send their Curriculum Vitae with cover letter, all copies of certificates or diplomas, copy of ID cards (NIF/CIN), certificate of police record by 5:00 pm November 15, 2016 at the following addresses:**

**Att.: Human Resources  
Finance and Operations Assistant – Cayes  
Bureau de la Croix-Rouge Américaine  
20, rue Toto Bissainthe  
Cayes, Haïti**

**Or**

**Att : Ressources Humaines  
Finance and Operations Assistant – Cayes  
Bureau de la Croix-Rouge Américaine  
22, rue Métellus  
Pétion-Ville, Haïti**

**Or**

**[amcrosshrrecruitment@gmail.com](mailto:amcrosshrrecruitment@gmail.com) with Subject : Finance and Operations Assistant – Cayes**

**Please notice that only selected candidates will be contacted.**