

**Embassy of Ireland**

**Addis Ababa**

**JOB PROFILE**

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| Job Title | **Administrative/Finance Officer** |
| Place of Work | Addis Ababa |
| Grade | Three |
| Salary per Annum | €12,186.84 including tax |
| Report to | Directly to Head of Administration,  with a secondary reporting line to the Head of Finance |
| Line Management Responsibility | None |
| Sector responsibilities | Administration & Finance Team |

# JOB PURPOSE

The Embassy of Ireland in Addis Ababa is a large, busy Embassy, including a current local staff complement of 68 people. This new position, reporting directly to the Head of Administration, will provide support in the management and administration of HR matters. In addition, the post holder will provide administrative support to the Embassy Finance team

**MAIN / DUTIES / RESPONSIBILITIES**

1. **General Administration Support**

* Provide administrative support to the Head of Administration and Head of Finance;
* Organize and maintain the filing system for the Administration Team working documents. Keep all local staff personnel files (both electronic and hard copy) confidential, secure and up-to-date;
* Manage medical insurance cover for staff and dependants, including facilitating medical insurance claims, registering new staff and dependants, deregistering former staff and dependants and following up any other insurance-related issues;
* Draft correspondence to local authorities, and other parties and clear through appropriate channels;
* Support Head of Administration in preparations for Performance Management System for all local staff;
* Manage Embassy internal contact details, including record-keeping of staff contact details and updating emergency contact telephone numbers as required;
* Maintain and update staff annual leave and other leave records on physical leave card and on shared electronic tracking file.
* Provide guidance on annual leave and other leave queries to all local staff;
* Control stock of office supplies and prepare orders when necessary;
* Complete other administration tasks as requested by his/her Line Manager.

1. **Financial Administrative Support**

*Fixed Asset Management*

* Maintain the Fixed Asset Registry of the Embassy Chancery and Residence;
* Maintain the Inventory List of the Embassy Chancery and Residence;
* Carry out the inspections of the Embassy fixed assets and inventory in accordance with the documented Financial Procedures and report to Head of Finance;
* Prepare the annual inventory and premises report for the Property Management Unit in Dublin head office.

*Petty Cash Management Support*

* Support Accounts Officer in managing petty cash payments by the Embassy, including prompt and accurate recording of receipts.
* Monitor the petty cash balance and request replenishment before it reaches minimum threshold;
* Assist with monthly cash count and reconciling overages or shortages;
* Secure Embassy petty cash in safe boxes and keep codes confidential;
* Keep and maintain records of cash value items like fuel coupons.

*Other*

* Assist the Finance Team in the review of documentation provided in support of payment requests, ensuring compliance with procedures and approval limits as set out in the Financial Procedures Manual;
* Support the Finance Team in the preparation of the necessary information for the year-end financial statements;
* Provide administrative support to the Finance Manager as requested,