Finance and Procurement Administrator

Job title: Finance and Procurement Administrator
Place of work: Based in ICAR’s office in Lilongwe, Malawi
Employment rate: 100%
Start date: TBD
Contract type: Fixed term (on a 12 month contract)
Reporting to: Programme Manager (Lilongwe based)
Type of position: A Malawi-based national role (local field staff)

Basel Institute on Governance

The Basel Institute on Governance is an international and independent not-for-profit organisation working worldwide with the public and private sector to counter corruption and other financial crimes as well as to improve the quality of governance. Registered as a Swiss foundation with headquarters in Basel, the Institute operates globally and maintains field operations in Africa, Eastern Europe and Latin America. The Basel Institute is an Associated Institute of the University of Basel.

Tackling Serious and Organised Corruption (TSOC) programme, Malawi

The Basel Institute’s International Centre for Asset Recovery (ICAR) has been commissioned by the UK Department for International Development (DfID), Malawi office, to implement a four-year programme in support of Malawi’s efforts to confront corruption and related complex financial crime. The programme’s work focuses on strengthening investigation and prosecution capacity, with a view to recovering stolen assets. In addition, the programme supports the review of the National Anti-Corruption Strategy and a range of prevention-related activities, including in relation to the AML/CTF framework and engaging with non-state actors, such as journalists, civil society organisations and the private sector.

The programme is implemented by a team of in-country personnel, including a Team Leader, Programme Manager, and three Senior Technical Experts in financial investigation and asset recovery. The Malawi-based Team Leader is responsible for the technical implementation of the programme, while the Programme Manager is directly responsible for the financial, contractual management, and HR aspects of the programme. ICAR HQ is responsible for the substantive supervision of the programme, in particular through its Programme Officer and Head of Programmes.

Tasks

Whilst the post holder will report directly to the Programme Manager in Lilongwe, the Finance and Procurement Administrator will be accountable to ICAR HQ on the accuracy, completeness and compliance of all financial and procurement processes which fall under their responsibilities. The Finance and Procurement Administrator will work closely with the Malawi-based TSOC Team Leader and the Malawi based Technical Advisers responsible for delivering the TSOC programme.

Together with the Programme Manager, she/he will be responsible for managing TSOC financial and procurement processes in accordance with ICAR and donor processes and procedures. The key responsibilities and associated tasks are as follows:
Financial Administration
Responsibilities will include ensuring professional documentation of all financial transactions, in particular as these may also relate to handling the program of work’s specific Strategic (or other) Fund requests. This will include, but is not limited to:

- Preparing payments and ensuring proper documentation of all supporting documents;
- Recording all expenditures in the monthly financial report workbook;
- Processing payments and maintaining individual staff mission expenditure, advances and balances;
- Assisting the Programme Manager in updating and maintaining the country office books of accounts, records, inventory and files in order as well as performing quarterly asset verification exercise;
- Assist in preparation of activity budgets for program activities;
- Support ICAR in the preparation of local program audits and review.

Procurement and Operations Support
Responsibilities will include supporting the Programme Manager in the procurement of Strategic (or other) Fund requests, and operations support in the delivery of team activities, including workshops and training events. Tasks will include:

- Assisting in the procurement of goods and services while ensuring that strict value-for-money principles as well as the Basel Institute’s Procurement Policy are respected;
- Responsible for disseminating, collecting and archiving all accountability and related documentation;
- Booking venues for workshops and similar events – ensuring that logistical arrangements are confirmed in an organised and timely manner;
- Providing administrative support to all country office staff and short term consultants, including confirming accommodation arrangements (as appropriate), handling vehicle logistics, printing, binding, and quality assurance of programmatic documents.

Skills and Qualifications

- A bachelor degree in Finance, Management or similar;
- At least 3 years of practical working experience in a finance (or related role), preferably in an international NGO or similar organization;
- Ability to work self-sufficiently, with minimal supervision, and as an effective team player, in challenging operational environments;
- Meticulous and professional approach to work, with attention to detail;
- Solid experience in the use and application of MS Office programs, in particular Word and Excel;
- Solid proficiency in writing and speaking English.

Reporting and Institutional Set-Up
The post holder works as a full-time advisor of the Basel Institute on Governance under the supervision of the Programme Manager (ICAR).
Place of Work
This position will be based in Lilongwe, Malawi, at ICAR’s field office.

Offer
We offer an interesting and rewarding working environment with a proactive, dynamic and international team spirit. The work is both routine and varied, and offers scope for initiative and innovation. The salary is competitive.

Application
Please send your written application (CV, letter of motivation, reference letters or, at least the contact details of three professional references; all documents merged in one PDF file), by email to: application@baselgovernance.org. The deadline for the applications is 31 July 2020.