**Job Description**

**Finance and Admin Officer Medical Teams International**

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| ***Department:***  | Field Operations | Grey Sections for HR Completion |
| ***Team:*** | Colombia Program | ***Job Code:***  |  |
| ***Reports to (position):*** | Program Manager, Tunja | ***Job Grade:*** |  |
| ***Location(s):*** | Tunja, Boyacá, Colombia | ***FLSA:***  |  |
| ***Work Days & Hours:*** | Monday-Friday, 40-48 hours/week, occasional weekends and public holidays | ***EEO Job Class:*** |  |
| ***Travel:*** | Regular travel to field locations | ***Last Update:*** |  |
| ***If Manager of Staff, Positions Supervised:****(directly & indirectly)* | Direct management of office General Services Assistant | ***# Supervised:*** *(directly & indirectly)* | 1 |

**Medical Teams International Calling:**

Daring to love like Jesus, we boldly break barriers to health and restore wholeness in a hurting world.

#  JOB SUMMARY

The Finance and Admin Officer is responsible for implementing all finance procurements and transactions of the Medical Teams office in Tunja, as well as provide oversight to administration functions, including property management, security protocols, and other administrative support.

Working under the supervision of the Program Manager and the national Finance and Administration Manager, the position will also provide support and orientation to other Medical Teams staff on finance and processes (invoices, transactions, etc.), participate in audits and budget design, and prepare the submission of monthly financial reports.

The Finance and Administration Officer plays an important role in ensuring the Medical Teams office adheres to Medical Teams policies and standard operating procures.

#  JOB RESPONSIBILITIES

**Finance Administration**

* Prepare and submit financial reports on a monthly basis, as well as developing monthly Funds Requests.
* Ensure full documentation and correct processes for issuing payments, following all standards and protocols from Medical Teams Field Operations Manual.
* Prepare balance sheets, monitor budgets, and support the Program Manager in budget oversight and planning, including budgeting processes.
* Contribute to financial audit processes.
* Update and maintain electronic records and MEDICAL TEAMS financial systems on time.
* With the Program Manager, manage and reconcile accounts (including Petty Cash).
* Conduct banking services on behalf of the Medical Teams office.

**Administration:**

* With the Program Manager, coordinate contracted services on behalf of MEDICAL TEAMS, including those related to property management, notaries, etc.
* Work with Program Manager to monitor MEDICAL TEAMS property and asset agreements, including rental and leasing agreements and payments.
* Coordinate travel arrangements for visitors and staff to the project areas, including safety and security.

**Human Resources:**

* Support in the updating and storing of employee information and preparation of payroll.
* Support in local recruitment processes.
* Support in the onboarding of new staff, including in local security and office protocols.

**Safety and Security**

* Support the Program Managers to regularly review the implementation MEDICAL TEAMS safety and security policies in Tunja, including SOPs, travel and vehicle policies.
* Coordinate office security protocols, including biosecurity in relation to covid-19.
* Ensure the safeguarding of program participants and employees through promoting an environment of awareness and upholding the code of conduct provisions of Medical Teams Protection from Sexual Exploitation & Abuse, and Child & Vulnerable Adult protection policies and sexual harassment policies
* With the Program Manager, ensure all incidents of safety and security or abuse of policies above is reported through established systems.

**OTHER DUTIES:**

* Utilize volunteers whenever possible.
* Additional duties as assigned.

#  EDUCATION, LICENSES, & CERTIFICATIONS

* Bachelor’s Degree in Finance/Accountancy, Business Administration/Management.
* Preferred: Certified accountancy qualifications.

#  EXPERIENCE

* Minimum 3 years of professional experience required in relevant field – finance/accountancy, business management.
* Experience working with INGOs is an added advantage.
* Experience with compliance to international donor regulations and standards.
* Experience in Colombian taxation systems and financial management software systems.

#  KNOWLEDGE, SKILLS & ABILITIES

## KNOWLEDGE

* Financial, taxation and business management processes
* Knowledge of Colombian taxation and other laws, especially for not-for-profits.

## SKILLS

* English skills are preferred, but not required.
* Skilled in using Financial Management software, as well as Microsoft 365 (Teams, Excel and Outlook)
* Skilled in training others in processes and compliance.

## ABILITIES

* Ability to prioritize tasks to meet deadlines
* Ability to be flexible and manage stress
* Ability to communicate in English and Spanish, spoken and written
* Ability to be honest and foster an atmosphere of trust and integrity
* Ability to hold staff accountable to work responsibilities, MEDICAL TEAMS protocol and ethical standards
* Ability to maintain detailed records with high accuracy
* Ability to maintain confidentiality of highly sensitive information
* Ability to support MEDICAL TEAMS Calling and adhere to the MEDICAL TEAMS Code of Conduct

# PHYSICAL REQUIREMENTS & WORKING CONDITIONS

**Tools and Equipment Used**

1. Requires frequent use of personal computer, including word processing, database programs; calculator, telephone, and copy machine.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to walk; climb stairs; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands, and arms.
2. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires occasional travel to health facilities located in remote areas with very basic living conditions.

1. The noise level in the work environment is usually moderately quiet.
2. The employee will be required to regularly travel to remote areas of the world where there are potential health hazards and risks, limited hygiene facilities, extreme weather, and very basic living conditions.

***NOTE:*** *The above job description is intended to describe the general nature and level of work being performed by staff assigned to this job. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required of staff in this position. Duties, responsibilities and skills are also subject to change based on the changing needs of the job, department or organization. The job description does not constitute an employment agreement between the employer and employee and is subject to change by Medical Teams International as the requirements of the job change.*

If you Are interested to apply please send your resumé or CV, before December 18, 2020 to the following e-mail address, asanchez@medicalteams.org and/or recruitmentco@medicalteams.org. Please indicate in the subject, the position to which you are applying for.

The applications will be revised and studied as soon as we receive them.

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