

MINES ADVISORY GROUP
Person Specification

Logistics and Finance Manager

Criteria	Necessary requirements – skills, knowledge & experience	Measured by
Essential		
Experience	<p>At least 2 years experience of working overseas, preferably in International Aid and development with a Humanitarian Agency</p> <p>Experience of implementing and managing independent logistical controls to support the operational requirements of the programme.</p> <p>Experience of reporting on a timely and accurate basis both internally and externally (to donors).</p> <p>Experience of working in a developing country and an understanding of the constraints this imposes.</p>	<p>Application / Interview</p> <p>Application / Interview</p> <p>Application / Interview/ Test</p> <p>Application/ Interview</p>
Skills and Knowledge	<p>Effective financial management skills</p> <p>Knowledge of finance systems and procedures in a programme</p> <p>Ability to check purchases against budget lines / contractual requirements</p> <p>Ability to develop and maintain clear record keeping systems in line with purchasing system and accounting standards</p> <p>Project management skills</p> <p>Knowledge and understanding of institutional donor requirements</p> <p>Sensitivity to cultural differences and the ability to work in a wide variety of cultural contexts</p> <p>Excellent organisational skills with the ability to coordinate activities.</p> <p>The ability to communicate with clarity and credibility on paper and face-to-face</p> <p>Good literacy, numeracy and IT skills</p> <p>Ability and willingness to undertake routine administrative tasks</p> <p>Fluent in both French and English languages (written and verbal)</p>	<p>Application / Interview/ Test</p> <p>Application / Interview/ Test</p> <p>Application / Interview</p> <p>Application / Interview</p> <p>Application / Interview</p> <p>Application / Interview</p> <p>Application/ Interview</p> <p>Application/ Interview/ Test</p> <p>Application/ Interview/ Test</p> <p>Application/ Interview/ Test</p> <p>Application/ Interview</p>
Aptitude	<p>Ability to demonstrate initiative, be proactive and offer a solution-oriented approach</p> <p>Ability to analyse and present information to operations managers and to influence the management team in finance and logistics matters.</p>	<p>Application / Interview</p> <p>Application / Interview</p>

	<p>Determined and committed to high quality standards</p> <p>Ability to establish effective working relationships at all levels internally and externally, including suppliers.</p> <p>Excellent communication and interpersonal skills</p> <p>Ability to prioritise work, meet deadlines and work calmly under pressure</p> <p>Self-motivated, flexible and enthusiastic approach to work</p> <p>Interest in and commitment to MAG's humanitarian mandate.</p>	<p>Interview</p> <p>Application / Interview/ Test</p> <p>Application / Interview</p> <p>Application / Interview</p> <p>Application / Interview</p> <p>Application / Interview</p>
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