MAG Paraguay Job Description	
Job Title:	Administration and Finance Officer
Line managed by:	Country Director
Line manages:	N/A
Location:	Asuncion, Paraguay

MAG's Vision: A safe and secure future for men, women and children affected by armed violence and conflict.

MAG's Mission: MAG saves lives and builds futures by working with others to reclaim land contaminated with the debris of conflict, to reduce the daily risk of death or injury for civilians, and to create safe and secure conditions for development.

Overview of role:

The Administration and Finance Officer will assist the MAG Paraguay Country Director in all administrative and financial matters of MAG Paraguay including administration and filing of all financial records and documents.

Responsibilities:

- Responsible for accurate recording of financial transactions, expenditure and advances in the MAG cashbook
- Prepare cash payments upon instruction
- Process routine payments
- File hard copy financial paperwork including timesheets, analysis of advance, purchase orders etc
- Ensure soft copies of all hard copy financial paperwork
- Ensure that all financial records are filed in good order and easily retrievable
- Monitor any advances given to ensure these can be reconciled
- Submit reports monthly and on request
- Prepare daily cash count and ensure there is sufficient cash available in the base to make payments as required- advise if additional cash is required
- Process bank transfers and cheques as required
- Review payment requests and submit for authorisation
- Correspondence with national authorities
- Support process for registry of MAG in-country, migration paperwork for expats, opening of bank accounts
- Other administration requirements and duties as required

Essential requirements:

- Previous experience in working in a finance/administrative role
- Previous experience managing cash flow
- Training or experience in book-keeping/accounting
- Excellent attention to detail
- Previous experience of keeping good administrative records
- Flexible approach to work
- Knowledge of English

DESIRED:

- Experience in NGO

Employee name:		**Employee signature:**		**Date:**	
Manager name:		**Manager signature:**		**Date:**	