



International Potato Center
POSITION ANNOUNCEMENT
Ref.: 2023/01/NRS/MAD/SSA

Finance and Administration Specialist

The International Potato Center (CIP) is seeking to recruit a dynamic and experienced Finance and Administration Specialist to ensure quality financial and administrative management of the “*Integration of Orange-fleshed Sweetpotato Value Chain Development*” into MIONJO project in Madagascar.

The Position: This position will be hosted by AfricaRice in Madagascar, on behalf of the International Potato Center. The selected candidate will be based in Toliara, Madagascar and will report to the Regional Finance Manager.

Key Responsibilities:

Finance

- Oversee the financial operations of the field office and ensure timely delivery of financial reports, including cash and bank management, ledgers, staff advances accounts reports.
- Responsible for entering financial information, timely month end close, and maintaining all financial records for projects and for the field office.
- Liaise with the Projects Finance Specialists in the review of partners reports.
- Ensure that all financial reporting is completed on time. Receive and record invoices in the invoice register & check invoices for consistency and accuracy.
- Prepare payments which include cheque payments; transfers; petty cash etc;
- Ensure appropriate supporting documents for transactions including receipts, invoices, contracts are attached.
- Preparation of monthly bank reconciliations
- Ensure that payment requests are properly approved and that payments are effected in directed turn-around time, from the receipt of the invoice;
- Record financial transactions following proper classification of accounts and cost center in the documents, and hand them over to the general ledger accountant for posting.
- Ensure invoices with VAT are ready for processing the Exemption certificate.
- Ensure all payments are filled sequentially and stamped PAID in readiness for Audit.
- Ensure financial transactions are carried out in accordance with the Center’s financial and administrative policies and procedures.
- Shall be an agent to deliver and collect bank instructions.
- Ensure and support in maintenance of good filing system.

Administration:

- Responsible for the administration of insurances, contracting and administrating services in according to the Center’s standards and policies.
- Manage fixed assets of the Field office, review and support the preparation of inventories.
- Monitor the procurement of goods and services requirements for the field office in coordination with the Administrative Assistant in the country.
- Responsible for the coordination of IT issues with headquarters, serving as IT Key user.
- Responsible of Office management. And fleet management of the field office vehicles
- Responsible of coordination of logistics during meetings and conferences.



- Act as Security focal point at the field office

Selection Criteria

- Master's degree in Business Administration, Accounting or related discipline.
- At least 5 years of experience performing similar functions preferably in an environment of international organizations or NGOs.
- Knowledge and experience performing accounting, treasury and banking transactions.
- Knowledge in local tax regulations and labor law
- Budget Management
- Experience in management and administration of annual budgets, handling payroll and taxes.
- Proficiency in MS Office, especially in Excel
- Accounting software package (ERP Preferable)
- Advanced written and oral communication skills in English and French.

Why should you consider this opportunity?

- CIP is a global and reputable international organization that has a strong, state-of-the-art R&D background.
- CIP is dedicated to achieving food security, improved nutrition and well-being, and gender equality for poor people in root and tuber farming and food systems of the developing world.
- CIP is a member of the CGIAR, a global research partnership for a food secure future dedicated to reducing poverty, enhancing food and nutrition security, and improving natural resources.

What are we offering?

- Excellent working environment.
- Compensation package commensurate with experience.
- Fixed term contract of 1 year with possibility of renewal subject on performance and availability of funds.
- Work in an equal and diverse workplace.

How to apply?

Visit the following link: <https://cipotato.org/open-vacancies/> and submit your **cover letter and a full C.V in English with your references**. Screening of applications will begin on **May 31, 2023** and will continue until the post is filled. All applications will be acknowledged; however only short-listed candidates will be contacted.

This position will not have contact with children or vulnerable adults.

**Learn more about CIP by accessing our web site at <http://www.cipotato.org>.
CIP is an equal opportunity employer. Qualified women are particularly encouraged to apply.**