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## Position Description

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Vacancy Title: **Project Finance & Administration Assistant**

Location:

Reports To: **None**

### Objective

The Finance and Administration Assistant will be responsible for preparing and providing all relevant Finance and Administration related matters for the organisation. In addition, the incumbent will facilitate all administrative, financial, logistical and corporate support for PDF. S/He will report to the Manager Finance and Corporate Services.

### Outcomes

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#### Organisational Stakeholders

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##### 1. Effective execution of financial functions

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- Forecasting expenses for new projects ensured
- Assist in budget preparation annually
- Relevant information updated regularly
  - Supplier details (bank details etc) confirmed
- Payments processed accurately and efficiently
  - Exchange rates, booking rates sourced
  - TT forms, cheques and vouchers organised for payment approval
- Financial reporting and compliance systems ensured
- Financial operations, reporting and structure
- PDF Banking ensured
- Travelling per diems managed efficiently
  - Disbursement, Reconciliation of acquittals and Reimbursements
- Accurate entries into Xero ensured
  - Payment vouchers
  - Payment entries
  - Receipt entries
- Maintenance and continuous updating of fixed asset register
- Efficient payroll processing ensured
- FNPF and EMS (PAYE) filing and lodgement
- Petty cash disbursement and reconciliation ensured
- Preparation of accounts for Donor and External Auditors ensured
- Ensure financial reporting, operations and compliance systems are PDF and donor compliant
- Advocating to all stakeholders on the requirements of procedures, policies and requirement processes
- Procurement function delivered
  - Liaising with vendors/suppliers for quotations and/or requisitions

##### 2. Administrative Duties carried out

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- Attend to telephone enquiries, correspondences and meeting room management
- Manage incoming mails, file scanning, copying and related administrative duties
- Maintain databases for administrative and record keeping purposes
- Administrative support services relating to scheduling, organising and follow through on logistics for meetings, travel and workshops

##### 3. Operational compliance

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- Operational systems and procedures compliant, not limited to reporting of non-compliance and breaches
- Statutory and regulatory compliances ensured – Locally and internationally
- FNPF, PAYE, etc. compliances ensured

##### 4. PDF values upheld and promoted at all times

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- Work cooperatively as a team or independently with minimum supervision
- Engender a productive, efficient and motivated staff environment
- Ensure safe, healthy and environmentally aware workforce

##### 5. Organisation's image and value standards demonstrated and promoted

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- Collaborate with other teams in the organisation for the benefit of the organisation
- Monitor and encourage team members to uphold image and value standards
- Uphold and demonstrate the organisation's image and values

## Responsibilities - Key Competencies

Competence	Description
<b>Business</b>	
Risk Management	Analyse and manage risk.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Documentation	Communicate using formal business writing.
<b>Customer</b>	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.
Organisational Values	Display the organisation's image and value standards.
<b>People</b>	
Team Orientation	Work in a team towards a common aim.
Problem Solving	Develop practical solutions to a situation.
<b>Professional</b>	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Financial Application	Apply financial principles and practices.
Technology Application	Apply technology.
<b>Operational</b>	
Stock Control	Acquire and monitor stock to meet business needs

## Qualifications

Qualification	Discipline	Notes
<b>Preferred</b>		
Diploma	Accounting & Finance or Commerce	
<b>Desirable</b>		
Degree	Accounting & Finance or Commerce	

## Work Knowledge and Experience

Excellent understanding of accounting polices and procedures (Accrual Accounting and payroll and petty cash)

Good working knowledge of XERO is an essential requirement for this role.

Ability to work with and as part of an interdisciplinary and culturally diverse team

Audit knowledge and reporting required

## Requirements

### Professional Associations

Chartered Professional Accountant (CPA)

## Other Required Requirements

No other required items found.

## Interactions

Type	Interaction	Comments
<b>Internal</b>		
	Chief Executive Officer	
<b>External</b>		
	Customers	

Type	Interaction	Comments
	Suppliers	

## Attributes

### Behavioural Styles

Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.
Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.

### Interpersonal Styles

Team Oriented	Enjoys being with others as part of a group or team.
Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.

### Thinking Styles

Initiative	Takes action and makes decisions without the help or advice of other people.
Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Numerate	Shows abilities in quantitative thought and expression.

## How To Apply

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## Contact for Enquiries

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**Closing Date:** 15 Feb 2026