

## POSITION DESCRIPTION

**Position Title:** Finance and Administrative Assistant, USAID RPCD  
**Location:** RPCD/FHI/CDS  
Cairo, Egypt  
**Immediate Supervisor:** Financial & Administrative Manager, RPCD/FHI/CDS

**OPENING DATE:** December 9, 2011  
**CLOSING DATE:** December 16, 2011

**Position Description & General Responsibilities:** The Finance and Administrative Assistant reports to RPCD Financial and Administrative Manager. S/he will work closely with the Financial and Administrative Manager and the Operations Associate to support finance and logistics of the RPCD Program. This will involve liaising with CDS and maintaining financial and logistical files of the Program.

### **Specific Tasks & Responsibilities include but are not limited to:**

- Perform general clerical, reception and office management duties, which include, photocopying, faxing, interacting with clients, vendors and visitors;
- Answer telephones and transfer to appropriate staff member, and keep telephone messages and fax messages when needed;
- Maintain office calendar to coordinate work flow and meetings and make all travel arrangements;
- Maintain the general filing system and file all correspondence;
- Manage and track office petty cash, and day-to-day small expenditures;
- Maintain and collect receipts and other needed documentation for office expenses. This includes collecting complete and legal receipts, ensuring all financial actions are within office policy and USID regulations;
- Manage cash movement and cash balances on daily bases;
- Support the Financial Manager to track Country Offices expenses on a weekly bases and make the necessary records;
- Responsible for photocopying, scanning, and printing documents;
- Liaise with CDS to prepare needed requests for payment; S/he will be responsible for cashing checks from the bank;
- Work closely with the Finance Manager to record the daily expenses and transactions in QB;
- Track and update the inventory list on monthly bases and ensure all items are marked properly;
- Assist the financial Manager in tracking personnel files, vacations, sick leaves, paid and unpaid leave balances as well as keeping timesheets for the staff members;
- Track all staff portfolios social insurance, income tax and medical insurance and facilitate reporting to authorities in Egypt;
- Help the Financial Manager in developing cost projections and anticipating cash needs for activities and events;
- Keep and deliver signed checks to vendors and follow up with them;
- Other duties and responsibilities as requested by the Finance Manager and/or Operations Associate.

### **Qualifications:**

- Bachelors in related fields is required;
- 1-3 years of experience in administrative, finance and support field is required;
- Familiarity with USAID-funded programs rules and regulations;
- The ability to use various computer applications such as Word, QuickBooks, Excel, Power Point, Internet and Gmail is required;
- Excellent experience in office management, and workshops and conferences preparations and implementation;
- Must be detail oriented, organized, possess strong interpersonal skills, and work well in a team environment;
- Must be able to effectively manage time and tasks, work independently, and accomplish multiple tasks under time constraints;
- English language proficiency is essential,
- Good written and verbal communication skills, with a particular ability to interact effectively with staff members at all levels.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with a job.*

FHI 360/CDS is seeking Finance and Administrative Assistant to support the Regional Partnership on Culture and Development Program, a three-year USAID supported program. The Finance and Administrative Assistant will support finance and logistics of the RPCD Program. This will involve liaising with stakeholders and maintaining financial and logistical files of the Program. A scope of work can be viewed at: <http://itac.aed.org/>. Interested parties should email a resume and cover letter to [ichoucri@fhi360.org](mailto:ichoucri@fhi360.org) with “Finance and Administrative Assistant” in the subject line. Interested candidates should not contact staff at USAID or FHI 360 for information about these positions.