



TERMS OF REFERENCE

Finance and Administrative Officer

Background and Introduction

International Women's Rights Action Watch Asia Pacific (IWRAW AP)'s vision is of a world in which everyone enjoys human rights and fundamental freedoms on the basis of equality without discrimination. We are a women's rights, feminist organisation committed to the full realisation of women's human rights through the pursuit of equality. Together with other organisations in the women's human rights movement we act to challenge structures, systems and institutions that violate women's human rights. We engage in movement building that amplifies women's voices and activism to create alternative political narratives and spaces.

If you are interested in joining a dynamic small team of 13 committed women's rights activists, please apply via [Job Street](#) or send your CV, a cover letter telling us what you will bring to the job, and the names of two referees to recruitment@iwwraw-ap.org by 30 December 2021. Please ensure that you include the title of the position in the subject line of your email.

IWRAW Asia Pacific offers a competitive salary and a stimulating and supportive working environment. We are looking for individuals with a commitment to social justice and human rights, who can work independently and under pressure and are team players.

Job Description for Finance and Administrative Officer

This role will support the effective running of financial management for the organization alongside another Finance and Administrative Officer. This position reports to the Finance and Administrative Manager.

The functions and responsibilities shall be as follows:

1. Finance and Accounting

- a. Ensure timely preparation of payment vouchers, receipts, invoices, and all other pertinent documents so that the accounting and financial records are kept up to date.
- b. Ensure that coding of invoices, receipts, contracts, and other pertinent documents by expense code and by donors is accurate and done in a timely manner.
- c. Responsible for proper maintenance of accurate, complete, and up-to-date accounting records in accordance with the relevant statutory regulations and donors' contracts.

- d. Analysis and reconciliation of key accounts in a timely manner to proactively identify issues or risks and inform the Finance and Administrative Manager.
 - e. Assist in preparing monthly financial and management reports.
 - f. Ensure compliance with accounting standards, internal controls, financial policies and procedures.
 - g. Liaise with external parties like bank, auditors, company secretary, tax agent and relevant parties.
 - h. Assist Finance & Administrative Manager to enhance best practices in financial procedures, internal controls and workflow processes and update the Policy and Procedures Manual.
2. Administration, Human Resource, and Information Technology
- Collaborate with Administration and IT Team to –
- a. Back up the Administration Team for logistics support for activities
 - b. Back up the Administrative Officer for work permit applications for foreign staff and for cancellation of work permits
 - c. Back up the Administrative Team for office management
 - d. Back up for IT management
3. General
- a. Contribute to the overall management of the organisation.
 - b. Undertake any other responsibilities that may be assigned by the Finance and Administrative Manager from time to time.

Job requirements

- Diploma/Degree in Accounting
- Good communication and interpersonal skills
- Pleasant and positive working attitude
- An independent team worker
- Able to perform under pressure to meet deadlines