

**Job title: Programmes Assistant (ATHAR)**

**Purpose of the role:** implement and effectively develop the administrative operations in the ATHAR Programme to ensure that all accounting matters are in order, accurately calculated and reported.

**Unit description:** we ensure that programmes are relevant, of high quality and serve to build capacity across Member States within the agreed-upon strategic directions of ICCROM.

**Main functions**

The role involves, but is not limited to, the following functions:

1. Provide secretarial administrative and operational support services, prioritising activities to ensure the team can operate efficiently and deliver work against set deadlines.
2. Maintain and implement the outgoing invoicing cycle for the main sponsor and other external funds.
3. Devise, elaborate, analyse and evaluate financial reports to donors, for approval (including quarterly financial statements, budget envelopes and monitoring of expenditures) on a regular basis, explain any variances in plans, and produce reports and draft correspondence as requested and/or needed.
4. Perform other duties as assigned consistent with the post and staff member's background and experience and the needs of the Organization.

**Additional functions**

The holder of this position will also be responsible for the following additional duties:

1. Liaise with the Procurement Assistant in HQ to plan, develop and buy materials, goods, supplies and equipment in a timely and cost-effective way.
2. Ensure proper inventory control of assets and liabilities within the Regional Office in collaboration with Logistics colleagues in HQ.
3. Assist office colleagues in the management of petty cash and ensure related registration in line with internal guidelines. Start the payment process in SAP in a timely manner to control the payment date and manage fund reservations appropriately.
4. Collaborate as necessary with colleagues at the HQ on accountancy and administration-related issues.

**Budget responsibility:**

No

**Main relationships**

Reports to: Programme Manager (ATHAR)

Supervise roles: interns if needed

Other relevant relationships:

Collaborate with external auditors and donors when required. Liaise with HQ colleagues to ensure that accounting and administrative issues are managed per organizational standards and rules. Establish effective working relationships with cross-functional business partners, local suppliers, and finance colleagues.

**Technical knowledge**

1. University degree in a field relevant to finance and economics; certifications in one or more accounting-related areas as an advanced.
2. Deep understanding of accounting principles and accounting work, together with solid financial insight and attention to detail.
3. Good knowledge of SAP (Accounting module) or similar ERP systems.
4. Demonstrated proficiency using Microsoft Excel and Business Intelligence tools (e.g., Power BI).

5. Fluency in English or French and Arabic, with knowledge of the other and any other language as an advantage.

#### **Organizational competencies**

ICCROM is a small organization, when defined in numbers of staff, with a very large remit. All of our people need to ensure that they demonstrate the required behaviours in order that we can deliver on our mission. These behaviours underpin everything that we do, both internally and when working with stakeholders.

The ICCROM Competency Framework provides an inventory of expected skills and relative behaviours that lead to successful performance:

- **Results focus**

Takes accountability for the delivery of agreed results in service of the strategic directions and plans, and demonstrates an understanding of how these contribute to the goals of ICCROM.

- **Planning and organizing**

Establishes a realistic and systematic course of action to accomplish objectives, determines priorities, and allocates resources effectively.

- **Innovates and embraces change**

Demonstrates initiative and creativity, developing new ideas and approaches and taking initiatives, when required. Continually seeks to improve the knowledge, skills and work processes.

- **Decision making**

Forms sound, evidence-based judgments, makes choices, assesses risks to delivery, and takes accountability for results. Takes responsibility for own words and actions and can be relied upon consistently.

- **Building and maintaining relationships**

Builds and maintains relationships outside own immediate team, partnerships and networks to achieve common goals.

Any change, addition, omission or other alteration of the present Job Description will be made after contacting the staff member and will be communicated by written notification.

**Date:** 06/11/2023

Unit Manager	Post Holder	HR Office
Date:	Date:	Date: