



## EXTERNAL VACANCY ANNOUNCEMENT

### Administration and Finance Consultant CGIAR Advisory Services Shared Secretariat (Temporary assignment, 7 months)

#### Background

The **CGIAR Advisory Services Shared Secretariat (CAS Secretariat)** provides operational support to the CGIAR Independent Science for Development Council (ISDC), CGIAR's Standing Panel on Impact Assessment (SPIA) and implementation of the CGIAR System's multi-year evaluation plan, called collectively herein CAS functions.

On behalf of the CAS Secretariat, the Alliance of Bioversity International and the International Center for Tropical Agriculture (CIAT), which hosts the Secretariat in its Rome, Italy, office, is seeking a qualified **Administration and Finance consultant** to support operations within the CAS Secretariat.

#### Role

The **Administration and Finance consultant** supports the Director, the Senior Program Officer and other staff in delivering the CAS functions and supports the overall finance and administration activities of the CAS Secretariat. This role reports to the Senior Program Officer, provides substantial support to the Director, and serves as a pooled resource for the entire CAS Secretariat team.

#### Key Responsibilities

##### Administration Support

- Support the recruitment process of staff and consultancy positions. Raise consultancy requests on behalf of CAS functions, according to Terms of Reference supplied by CAS colleagues, and aligned to prevailing policies. Maintain consultancy administration

- systems (e.g., timesheet, payment management), and pro-actively prompt colleagues to perform required workflows
- Create and maintain a consultancy roster database for the Secretariat as a key support to the implementation of CAS functions
  - Pro-actively collate and disburse ISDC and SPIA Council members' honoraria twice a year and maintain a database of contracts, renewals and payments. Prepare ad-hoc honorarium reports when required
  - Prepare routine documentation and disbursements in line with the procurement of goods and services in order to ensure compliance with the prevailing policies. Maintain procurement administration systems for timely and centralized retrieval of information, and workflows
  - Prepare and coordinate a quarterly travel plan for the Secretariat to ensure that the relevant travel allotment shall be taken to account and facilitate CAS-supported Travel requests and Reimbursement claims
  - Provide design, planning and organizing support for events, meetings and conferences organized or attended by the Secretariat, including logistics, travel arrangements for the ISDC Council, SPIA Panel members and other non-staff participants, with such requests coordinated through the budget manager.
  - Lead in ensuring that CAS internal communication, coordination and storage channels are well-managed (primarily MS SharePoint and Teams)
  - Perform other administrative, organizational and logistical duties as required

#### **Budget and Finance Support**

- Support the CAS Director in the drafting of the annual workplan and budget in consultation with the relevant technical managers, contributing substantively to the budget design, planning and organizing Provide backstopping support for SPIA budget processes
- Create, manage and provide a quarterly consolidated financial report to CAS Director and Senior Program Officer; research and address discrepancies, material variances; assess trends and patterns; suggest solutions to support strong stewardship
- Provide efficient monitoring and analysis of transactions to ensure correct charging of expenditures. Check completeness of host institute's interdepartmental charges and validate account codes to ensure accuracy
- Reconcile overhead charges recorded versus the percentages agreed in the hosting agreement and through bilateral arrangement with the host
- Review and verify CAS expenditures recorded in the books of System Office, and host institutes for SPIA researchers and incorporate in quarterly reports
- Prepare quarterly forecast (budget and cash) under the guidance of CAS Director and Senior Program Officer
- Perform other accounting duties related to the verification, maintenance, reconciliation and reporting of specific accounting/finance records

## Qualifications and competencies

### Essential qualifications and competencies

- A higher education qualification (diploma, advanced diploma or equivalent certification) from an accredited academic institution in Finance, Business Administration, Accounting or related fields
- At least five years' experience in administrative/ financial/ budgeting activities
- Demonstrated knowledge of standard office administrative practices and procedures
- Excellent written and oral communication skills in English
- Proficient computer skills and in-depth knowledge of relevant software such as MS Office suite (Including Word, PowerPoint, Excel, Teams and SharePoint)
- Experience in working with workflow application software (e.g. Oracle, Peoplesoft, Unit4Agresso or other)
- Proven ability to liaise with a broad range of stakeholders and partners with varying cultural and educational backgrounds, and differing levels of seniority, and doing so with sensitivity, discretion, and tact

### Desirable qualifications and competencies

- Experience of working specifically with Unit4Agresso
- Working proficiency (spoken and written) in Italian
- Work experience with an international organization or in an international context

**Terms and conditions:** This is a 7-month full-time consultancy opportunity, starting mid-May 2021. All consultancy fees and conditions will be administered in line with the Alliance approved policy for consultants.

As the consultancy is split into an administration and a finance role, applications for only one or the other role will be considered. In that case the consultancy would be for 7 months, part-time.

The position is based in Rome, Italy, but applications to work remotely from other locations will be considered.

**Applications:** Please apply by email to [CAS-Secretariat@cgjar.org](mailto:CAS-Secretariat@cgjar.org) no later than Monday 5 April, 17.00 CET, attaching a letter of application with names and email addresses of at least three referees, and a curriculum vitae, both in English. If you wish to apply for only one of the roles, please state so in your letter.

Please note that only shortlisted candidates will be contacted.

For more information about CAS Secretariat, refer to <https://cas.cgjar.org/>.

*The Alliance of Bioversity International and CIAT is an equal opportunity employer and strives for staff diversity.*