

JOB AND PERSON SPECIFICATION - CEMCA

Job Title: Head – Administration and Finance

Grade: C2

Reports to: Director – CEMCA

General Information

Job context

In consonance with the mission of the Commonwealth of Learning (COL), the Commonwealth Educational Media Centre for Asia (CEMCA) promotes the meaningful, relevant and appropriate use of information and communication technologies to serve the educational and training needs of the Commonwealth Member States of Asia.

Job summary

The Head - Administration and Finance, reporting to Director – CEMCA, is responsible for implementing strategies, operational capabilities and internal controls required in the areas of finance, human resources and administration to support the aims of CEMCA in an effective and efficient manner.

Task description

The position-holder shall:

- Plan and manage all aspects of the treasury and accounting function including: the preparation and coordination of the annual budget process; developing budgets and forecasts for the medium term; monitoring costs and regularly reporting progress through the preparation of quarterly and annual financial statements in accordance with established Financial Regulations and Rules and generally accepted accounting principles.
- Provide timely reports to the Director of CEMCA and Director - Finance, Administration & Human Resources at COL on financial matters. Maintain effective relations with regional Member States in financial matters related to additional contributions. Track ongoing financial reporting requirements.
- Actively participate in the development of CEMCA's action plans and make a significant input to setting the long-term strategy of CEMCA for functional areas - human resources, administration, and finance) that are aligned with the three-year strategy.
- Manage the administrative activities in accordance with established guidelines and develop appropriate systems to support these functions. This includes professional service contracts, acquisition of office goods and service and site and infrastructure services. Safeguard CEMCA assets and maintain adequate levels of insurance in the event of loss or liability. Demonstrate adherence to ethical principles applied in a consistent manner to promote corporate culture.
- Administer human resources within an established framework and compensation plan including adherence to budget and compliance with relevant regulatory bodies; Recruit, extend and terminate employees as approved, provide for succession planning and respond to staff problems.

- Ensure by liaison with those directly responsible, that staffs have access to the information and communications technology required for their jobs and are trained in its use.
- Manage the development of policies, procedures, templates and training for the preparation, negotiation and management of contracts and agreements; and
- Ensure appropriate accommodation for CEMCA office in New Delhi and provide support as needed to COL / CEMCA's work in and outside New Delhi.
- Provide advice and other forms of logistical assistance in support of business development and additional contribution activities at CEMCA to sustain ongoing financial viability.
- Effectively conduct performance reviews for staff in the Administration and Finance area and assist in the development of appropriate work plans for these staff.
- Other duties as may be assigned from time to time including assisting COL with banking needs in India.

Direct Reports:

- Office Assistant
- Office Attendant

Person specification

Education:	Experience
<p>Essential: Professional Accounting designation combined with an undergraduate Business/Accounting degree or equivalent training.</p>	<p>Essential 7 - 10 years of experience managing the accounting and treasury function. Significant management experience, preferably in an organisation with international obligations. Significant experience dealing with programming and budgetary responsibilities touching a variety of countries and cultures. Experience in developing financial proposals for additional contributions.</p>
<p>Desirable: Undergraduate or post-graduate degree in Business Administration.</p>	<p>Desirable Experience of working in developing countries.</p>

Competencies

Knowledge

- Understanding of COL and CEMCA's governance structure and processes.
- Detailed knowledge of COL's three-year strategy and results based framework and CEMCA's role within.
- Good knowledge of global development targets, including understanding of the policies and practices of international development organisations as they relate to professional responsibilities in finance and administration.

- Expertise and experience necessary to fulfil professional responsibilities in administration, finance and human resources.

Skills and Capabilities

- **Contract / Vendor Management and Financial Awareness:** Ability to identify and select partners, as well as prepare, negotiate and manage agreements that achieve value for money and are consistent with CEMCA's policy framework; Ability to prepare and manage financial budgets in an effective, efficient and judicious manner.

Capability to respond, with appropriate proposals and solutions, to requests from the Director CEMCA and COL's senior management for assistance in areas within CEMCA's mandate.

- **Networking and Influence & Diplomacy:** Ability to develop and maintain a network of contacts in government agencies and educational institutions on issues related to the job roles, as well as ability to exercise professional judgement, discretion and diplomacy while representing CEMCA's interests.

- **Communication skills:** Delivers information effectively in a variety of settings including one-on-one, team setting, and wider audiences; Displays sensitivity to ethnic and gender issues in verbal and written communications and includes the ability to communicate and work with others, both within and outside of CEMCA, by promoting co-operation and collaboration to achieve collective outcomes. Openly shares information, knowledge and expertise with others; appropriately gives and is open to feedback from team/co-workers.

- **ICT skills:** Skills to use information and communications technology at a sophisticated level to create, retrieve, store and exchange information and knowledge. Has willingness to learn and adapt to new technologies with ease.

- **Project Management:** Has the ability to get the job done within an appropriate time frame; Can handle and deliver multiple projects simultaneously; Implements plans and makes mid-course changes when necessary to achieve goals; Sets daily, weekly, monthly, quarterly and annual project goals, creating specific plans to meet them; Shows persistence in overcoming obstacles; Ensures follow-through to desired results.

- **Planning and Organising:** Capacity and skills to develop and manage CEMCA policies and practices in relation to human resources (administrative staff, consultants, interns, etc) in order to carry out CEMCA plans. Capacity to learn and apply HR and administrative principles (including legal matters) in a timely fashion. Ability to develop knowledge base in these areas and to develop and implement effective strategies for monitoring and evaluation of plans.

Personal Attributes and Behaviours required of All Staff

- Commitment to the ideals of COL, notably to the role of education as the key to human freedom and development and to the capacity of technology to enhance that role.
- Capacity to work in a multicultural office environment and to interact effectively with people from all Commonwealth countries.
- Readiness to adopt the working culture (timekeeping, time management collegiality, mutual respect, etc.) in the location of their job (Vancouver, Delhi, etc.).
- Readiness to use office technologies effectively and to adapt to new technologies that may be introduced as well as the capacity to retrieve information about COL/CEMCA's mission, activities and programme.