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## Vacancy Announcement

Title: **Finance and Administration Coordinator**  
Category: **Locally Recruited Consultant (Special Service Contract)**  
Duty Station: **Ulaanbaatar, Mongolia**

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### ABOUT IDLO

The International Development Law Organization (IDLO) enables governments and empowers people to reform laws and strengthen institutions to promote peace, justice, sustainable development and economic opportunity. We contribute to creating stable and inclusive societies where every person can live free from fear and want, in dignity and under the rule of law.

To learn more about IDLO, please visit our website [www.idlo.int](http://www.idlo.int) or follow us on Twitter @IDLO.

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### THE CONSULTANCY

Under the overall supervision of the Chief of Party, Mongolia and in close collaboration with the Regional Program Manager and the Regional Program Accountant in HQ, the Finance and Administration Coordinator, will undertake the following tasks to support IDLO projects in Mongolia (the Projects):

- Act as focal point for day-to-day administrative and financial issues relating to the program, including but not limited to, liaising with relevant IDLO departments;
- With guidance from the supervisor and in collaboration with Human Resources in HQ, provide support in processing of local contracts;
- Ensure the timely preparation and submission of all financial information, reports and documentation to Headquarters from the Ulaanbaatar (Mongolia) Field Office;
- Track financial progress of projects; analyze project expenses as required, underline budget deviations and provide analysis;
- Draft and review, in collaboration with the Chief of Party and other relevant Program Staff, the monthly project financial forecast to be submitted to Headquarters;
- Review, analyze and assist in the preparation of cost estimates and budget proposals related to the programs and program development;
- Monitor program expenditures, status of implementation and utilization of funds and ensure compliance with IDLO and Donors' Financial Procedures; contribute to project and/or budget revisions as required;
- Closely review procurement documents to ensure they comply with IDLO policies and procedures, and donor rules and regulations;
- Ensure internal control procedures are followed for all cash disbursement, receipts and transfers;
- Under supervision of the IDLO HQ and the Regional Program Accountant, coordinate the procurement of banking services and the opening of an IDLO Bank account in a commercial bank in Ulaanbaatar, Mongolia;



- Liaise with bank officials to resolve problems or facilitate improved service;
- Prepare bank and cash accounting worksheet, ensuring transactions are updated on a monthly basis;
- Prepare and regularly update inventory lists for the field office;
- Ensure that a proper and transparent filing of all finance and administration documents relating to the management of the office are properly and transparently filed and regularly shipped to HQ as per IDLO policy;
- Provide support in the day-to-day running of the Ulaanbaatar Field Office.

## IDEAL CANDIDATE PROFILE

### Academic qualifications

- Undergraduate degree in business, finance, or related field is required.
- Professional accounting qualifications like ACCA, CPA are highly desired.

### Work experience

- Minimum of 5 years of professional experience with financial and administrative tasks, preferably in an International Organization.
- Experience working with donor-funded projects highly desired.

### Languages

- Fluency in Mongolian and English is required.

### Specific knowledge, skills and competencies

- Excellent written and verbal communication skills;
- Good knowledge of Microsoft Word, Excel and PowerPoint.
- A self-starter, able to identify improvements to working practice, make recommendations and implement change;
- Excellent interpersonal skills and the ability to work constructively with several internal service departments;
- Proven ability to develop and foster productive working relationships across a globally based organization;
- Proven ability to see through tasks set and deliver results;
- The ability to work under pressure with tight deadlines, flexibility and an entrepreneurial spirit;
- Keen sense of ethics, integrity, credibility, and commitment to IDLO's mandate.

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## COMPENSATION AND BENEFITS

IDLO offers locally recruited contractors a remuneration and benefits package in terms of salary, annual leave and sick leave. The monthly remuneration for this position is in the range of US\$2000-US\$2200.

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## HOW TO APPLY

All interested applicants are encouraged to apply via our website <http://www.idlo.int/jobs> and submit the completed IDLO Personal History Form (PHF), resume and cover letter.

IDLO is an Equal Opportunity Employer and values diversity in all areas of its operations. We welcome and encourage diverse applications.

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## DISCLAIMER AND CLOSING DATE

The above statements are intended to describe the general nature and level of the work being performed by the staff member assigned to this work. This is not an exhaustive list of all duties and responsibilities.

The Director-General of IDLO reserves the right to amend and change responsibilities or even to cancel the recruitment to meet business and organizational needs as necessary.

Application deadline is **October 8, 2017 (23.59 Rome time)**

