Features	Description
Unit	Operations
Reports to	Director General
Mission and main activities	▪ Ensure support services to institutional activities in a logic of transparency, efficiency and good management of resources; ▪ Ensure proper administrative management; ▪ Develop human resources policies and best practices; ▪ Ensure an adequate technological and IT support.
Major Internal and External Relations	▪ Director General; ▪ Other Units and Offices; ▪ Administrative Units of the Marist Institute; ▪ Partners, donors, suppliers, and other stakeholders.

Title: **Operations/F & A Administrator**
Unit: Operations
Refers to: Director general
Job Position: Level D1 (CCNL Socio Assistenziale 2017-2019 AGIDAE)
RAL: € 24.184,59
Place: Roma

1. PURPOSE OF THE POSITION

Ensuring support services to institutional activities and proper administration in a logic of transparency, efficiency and good management of resources.

2. MAIN DUTIES AND RESPONSIBILITIES

- Ensuring proper and efficient administrative and accounting management, through:
  - Current accounts operations and cash inflow of money transfers, payments;
  - disbursement of funds;
  - Keeping accounting registers (first note) and financial reporting;
  - Preparing and filing administrative and accounting documentation;
  - Preparing documents and files for legal requirements compliance;
  - Preparing and reviewing current procedures.
- Supporting the development of human resources policies, furthering best practices, identifying vocational training courses for the staff;
- Ensuring the proper, efficient management of the organization's Secretariat;
- Ensuring adequate technological and IT support;
- Managing the relationship with the suppliers, and the selection of suppliers when necessary;
- Managing the Unit Budget;
- Performing other tasks on request of the Director general.

3. MAIN INTERNAL AND EXTERNAL RELATIONS

- Director General
- Other Units and Offices;
- Administrative Unit of the Marist Institute;

- Partner, donors, suppliers, other stakeholders.

4. REQUIREMENTS AND EXPERIENCE

4.1 Education and Training

- Educational Qualification: university degree or equivalent professional qualification.
- Experience (minimum 5 years) in a similar position

4.2 Language skills

- Mastery of English and Spanish (written and spoken)

4.3 Competences and skills

- Organizational Skills
- Inclination to work in a multi-cultural environment
- Knowledge of administrative and accounting criteria
- Familiarity with the most common computer accounting programs
- Spirit of initiative, flexibility, ability to work individually and in a team
- Availability to take refresher courses

Preferential requirements:

- Previous working experience (including volunteering work) in religious inspired institutions or NGOs
- Ties with the Marist world