

Position Title: Finance and Administration Officer

Status: Full-time 1-year contract with a possibility of extension up to 4 years, 6 months probation period

Hours: 37.5 hrs per week

Location: Thimphu, Bhutan

Type of Work: In-person

Eligibility: Bhutanese candidates

Salary: Nu. 40,000- 50,000

Summary:

The International Development Institute (IDI) at Humber College, Toronto, manages a portfolio of international development projects around the world. The IDI is seeking a Finance and Administration Officer for its project in Bhutan. The Finance and Administration officer will be based in Thimphu, Bhutan and will ensure the effective management, oversight and accountability of financial payments and processes in the field, office management and travel logistics. The position will work closely with the Bhutan-based Country Project Coordinator and Project Director and the Canada-based Project Lead and Finance Specialist. This position requires the ability to perform a variety of complex tasks, including financial management, human resource management, tax and regulatory compliance, and related tasks in a fast-paced international office. The Finance and Administration officer will be expected to perform effectively at all operational levels.

Responsibilities:

- Coordinate financials in Bhutan in partnership with the Humber Toronto team.
- Provide oversight for all field logistics, office management, financial management and human resources functions for the Humber-Bhutan office.
- Review monthly finances for approval, including synoptic journals, petty cash, staff expenses.
- Coordinating the financial reporting from partners and providing support when required.
- Work collaboratively with the Project Coordinator on the development of financial and narrative reports.
- Being responsible for the administration of the Humber Bhutan office and ensuring local government, external funder, and Humber College's processes and procedures are followed.
- Provide logistics oversight and support for events, travel, and other activities.
- Develop and ensure the implementation of local office policies in close collaboration with the project team.
- Maintain thorough records of all project reports and be audit-ready.
- Manage local office procurement systems and processes, including inventory/asset management.
- Support the establishment of the Humber College's office in Bhutan and develop, implement and maintain office administrative systems/procedures.
- The incumbent must have a sound understanding of projects in the international development context and nuances, including codes of conduct and practice, as well as funding specifications.
- Have a thorough understanding of the external funder's requirements to ensure that the project is being carried out in an expected manner.
- Provide support to all project activities as needed.
- The position is expected to involve some travel within Bhutan.

Qualifications, Competencies & Skills:

- Full fluency in English and Dzongkha

- Bhutan citizen. Note: Humber will not provide a work permit or sponsor individuals.
- An undergraduate degree in a related subject area (Accounting, Finance, or Business Administration)
- A minimum of 5 years' experience in a similar role in Bhutan, ideally on international development projects with an international organization.
- Preferred experience working with Canadian donors.
- Demonstrated experience in applying and adhering to Bhutan's laws and regulations
- Experience with financial and accounting processes, including, but not limited to, experience preparing financial claims and reports for programs, budgets and reconciliations.
- Experience with financial management systems and budget management.
- Experience in designing and managing procurement processes/systems.
- Practical experience designing, implementing, and maintaining administrative systems.
- Demonstrated ability using Microsoft Office Suite (Word, Excel). Willingness to learn and use other software.
- Demonstrated experience working with an international team.
- Demonstrated competence in the planning, implementation, administration, and reporting of donor-funded projects.
- Excellent organizational, communication, and interpersonal skills.
- Ability to work both independently and collaboratively on a team.
- Strong writing, computer, and data skills.

METHOD OF APPLICATION

Interested candidates should submit their application with the following documents to the email address **IDicareers@humber.ca** with the title of the position in the subject line. The deadline for receiving applications is 9th June 2023 at 5 p.m. For further queries, contact idicareers@humber.ca.

Mandatory document to be submitted

1. Latest updated Curriculum Vitae (CV).
2. Name of three references (professional and/or academic only).
3. Copy of academic transcripts as per the announcement
4. Copy of Citizenship Identity Card.
5. Copy of valid Security Clearance Certificate.
6. Any other relevant documents and certificate