

Job Framework, Finance and Administrative Assistant– MSI-US



Purpose:

The main purpose of this role is to ensure the smooth running of the MSI-US office through providing a high level of financial, administrative and logistical support to the office US Country Representative, team members and the overseas partners. Your duties will be varied, ranging from providing personal assistance to the US Country Representative, developing effective office systems, financial management, acting as a point of contact with other teams and departments, organising internal team meetings and events, making travel arrangements, collating and disseminating monthly report spreadsheets, managing donations, and all other administrative tasks. Additional responsibilities will also include participation in team planning and assist with the monitoring of the US office budget and finances. The role includes attending meetings and acting as a focal point for information regarding the MSI-US office for the Board of Directors, MSI Partners and external audiences where requested.

Job Title:	Location:	Reporting to:	Probationary Period:
Finance and Administrative Assistant	Washington, DC	MSI-US Country Representative	6 months, with 3 and 6 month reviews

Marie Stopes International (MSI) is a marketing focused, results oriented social enterprise. We develop efficient, effective and sustainable family planning programmes in the UK and overseas. The UK division provides services to men and women over 130,000 times a year.

The primary responsibility of this role is to further MSI's Goal: **THE PREVENTION OF UNWANTED BIRTHS** and its mission of ensuring the individuals right to: **CHILDREN BY CHOICE NOT CHANCE**

It is a role requirement that the job holder must fully comply with, promote and live **MSI CORE VALUES**:

mission driven	customer focused	results orientated	pioneering	sustainable	people centered
----------------	------------------	--------------------	------------	-------------	-----------------

Key Responsibilities	Measure
<ul style="list-style-type: none"> US Country Representative support <ul style="list-style-type: none"> Provide administrative, financial, and operational support to the US Country Representative, including: <ul style="list-style-type: none"> Scheduling meetings Booking travel Organising calendar Maintaining filing systems Helping prepare word documents, excel spreadsheets and PowerPoint presentations Supporting projects and initiatives Handle financial reimbursements Support the US Country Representative in contract management of USAID agreements Fielding any inquiries made to MSI-US and assist in liaising with appropriate MSI-UK staff Provide administrative support for the MSI-US Board of Directors, including organizing meeting logistics, taking notes, following up on key actions and liaising with lawyers and Board members Any other reasonable duties and/or special projects required Travel and logistics <ul style="list-style-type: none"> Organise travel arrangements for MSI-US team members and external consultants, including booking flights (best quotes/routes) and arranging visas, itineraries and accommodation. Maintain absence and movement records for team members. Provide logistical support to external consultants. Coordinate Washington DC events/meetings/conferences (room bookings, refreshments, preparation of agenda and other documentation, minute taking and distribution, assisting with PowerPoint presentations). Coordinate visits by overseas team members and external consultants Financial and Information management <ul style="list-style-type: none"> Maintain team administrative systems, including electronic and paper filing systems. Establish and maintain financial tracking systems through SUN software Provide budget monitoring and financial management support for the US office (petty cash, maintaining the cash register and bank registers for the US bank accounts, budget and financial management support) and act a the key point of contact on administrative and financial matters for the MSI-US Board and MSI-UK office. Liaising with MSI-UK bank (Barclays) on key issues (ie. filling out paperwork to fulfill their new compliance requirements, working with UK finance to obtain appropriate info) Bank all donation checks, communicate with UK finance and providing correct finance codes (in collaboration with program support teams) for allocation of funds. Maintain spreadsheets with calendar year deposits, track proposal and report deadlines, request occasional non-required email update from partners to maintain positive donors relationships Assist with legal issues (registering with relevant state charity commissions, addressing compliance needs, regular filing of reports, fielding other issues in coordination with MSI lawyers 	<ul style="list-style-type: none"> Proactive support – all activities undertaken in a timely and accurate manner. Maintaining confidentiality at all times Support the operation of the MSI-US Board All details organised, with smooth running of business travel Have a flexible approach and perform tasks accurately and within given timeframe All details organised, with smooth running of conference/meeting. Strong financial management and accurate financial accounting systems at all times Strong donor support through tracking of donations, obligations and ensuring timely reporting Good working knowledge of @MSI and SUN financial system Proactive maintenance of document filing system.

Job Framework, Finance and Administrative Assistant– MSI-US

- Be the @MSI champion (MSI's global intranet) maintaining information for MSI-US web page, maintaining the document filing system and providing user support to the team.
- **Team Support**
 - Coordinate team meetings, producing agenda, taking notes and producing minutes.
 - Assist in organising events, conferences and other ad-hoc meetings with external parties
 - Collect and communicate the team's weekly movements
 - Maintain and develop Office Systems.
 - Provide overall administrative support.
 - Maintain monthly absence returns/payroll.
 - Distribute the team's incoming mail and send outgoing mail or organise courier services
 - Liaising with office management/IT for IT support/equipment/consumables
 - Arranging induction schedules for new team members
 - Participate actively in US office team planning, information sharing and team building
 - Serve as back up contact for the US office where agreed during holidays and/or other absences.
 - Undertake ad-hoc assignments and projects
- **Overall**
 - Environment – Health & Safety of MSI-US
 - Undertake any other reasonable duties, as requested by the US Country Representative
 - Act as the point of contact for general queries, referring to the appropriate person as necessary.

- Prepare and disseminate minutes or other documentation before and after the meeting.
- Respond to requests for support on specific projects, agreeing scope of support in advance
- Have a flexible approach and perform tasks accurately and within given timeframe; be aware of other department member's workloads and where able provide proactive assistance.

Skills and Experience

Experience:

- Experience in team co-ordination, financial management and administrative support
- Experience in working with statistical and financial data Desirable
- Experience in office management Desirable
- Experience in organisation of events/workshops/meetings
- Experience of working for an international organisation Desirable

Skills:

- Excellent financial and accounting skills
- Excellent IT skills, including Advanced Word, Outlook, Excel, PowerPoint and databases, including SUN financial system
- Excellent organisational skills
- Excellent English, written and spoken
- Ability to manage a heavy and fluctuating workload
- Ability to manage conflicting demands
- Ability to prioritise own workload
- Results orientated
- Ability to handle a steep learning curve
- Able to work as part of a team
- Highly developed communication skills
- Ability to speak/read French and/or Spanish Desirable

Job Framework, Finance and Administrative Assistant– MSI-US



Attitude / Motivation:

- Enthusiastic, positive, determined
- Able to work on one's own initiative
- Able to prioritise tasks
- Calm under pressure
- Flexible
- Assertive and diplomatic
- Sound judgement
- Proactive
- Able to work in a culturally diverse environment
- General interest in development and/or reproductive health issues
- Pro choice

Desirable