

## **FINANCE, HR & ADMIN**

### **About Noolaham Foundation**

Noolaham Foundation (NF) is a legally registered (GA 2390), non-profit, non-partisan, secular entity, founded to provide enhanced access to information sources and foster knowledge-based development in Sri Lanka. Noolaham Digital Library (noolaham.org) and Noolaham Multimedia Archive (aavanaham.org) maintained by the Noolaham Foundation serve as Learning Centres incorporating local knowledge. The digital library and archive function as a repository for various community institutions and fulfill the information needs of students, researchers, historians, activists and the public.

### **Job Descriptions**

Job Title	Finance, HR and Admin
Reports to	Chief Executive Officer
Profile of Institution	Noolaham Foundation, Sri Lanka
Base Location	Jaffna, Sri Lanka
Type	Full Time / Salaried (Based on Job Grid of NF)
Period of Assignment	One year (Probationary period - Three months, and the possibility of extension based on performance and organizational needs)
Date of Duty Assignment	Immediate

## **POSITION - MANAGER-FINANCE,HR & ADMIN INTERN**

### **Job Summary**

Noolaham Foundation (NF) is a Non-Governmental Organization based in Sri Lanka of which the major objective is archiving the documents produced by the Tamil speaking community of Sri Lanka. Noolaham Foundation (NF) is a non-profit organization and mainly depends on donations and receives most of the funding as in-kind donations. NF implements multi-phased programs and projects by leading cross-functional project teams and volunteer forces.

The Finance, HR and Admin - Intern is responsible for the finance, admin and human resource management of Noolaham Foundation. This position receives very broad guidance from management and requires a high level of initiative and innovative skill.

### **Key responsibilities of Finance, HR and Admin - Intern**

This position is a key functional position for smooth office running and management. It possesses two main roles of finance and administration, and other operational support duties such as IT and Technology, Registry, Procurement, HR, Libraries, Logistics, secretariat, correspondence, inquiries, inventory, staff details, welfare, leaves, telephones, security, maintenance, management support and meeting arrangement and taking minutes.

## ***Responsibilities***

### ***Office Administration related***

- Ensure the implementation of the NF recruitment policy
- Assessment procedure, Individual Action Plan and training management
- Office administration
- Day-to-day operation management
- Maintenance of Noolaham inventories
- Involving procurement which are related to Noolaham
- Depend on the requirement, finance volunteer team shall assist to prepare and control some official documentary
- Any other duties within overall scope of the job on administration as may be determined from time to time

### ***Office Finance related***

- Weekly and monthly Accounting Operations
- Budget and Funds follow up
- Internal Control
- Responsible for year-end audit
- Overall responsible for finance plan
- Any other duties within overall scope of the job on finance section as may be determined from time to time

## **Competencies**

- Leadership: Good team and organizational skills working with senior management / line management; extensive experience in finance and administration procedure and practices, flexible and creative approach.
- Analytical: Ability to analyze complexity in work performance and contribute suggestions and ideas to ensure efficient and effective running of office units and implementation of all project activities.
- Problem solving: Ability to quickly identify gaps/ matters/ issues in administration and finance and resolve problems through proper channel and coordination with management.
- Technical expertise: Must have strong technical background in finance, procurement, HR and another requirement.
- Oral and written communication: Must speak clearly with client and office staff, and volunteer team, good writing skill, excellent ability to communicate program related requirements.
- Quality management: looks for ways to improve and promote quality and demonstrates accuracy and thoroughness in finance and administration related work performance.

- Judgment: Ability to make timely suggestions to take decisions by management, exhibiting sound and accurate judgment on designated trade; considers alternatives and support to make decisions and recommendations by balancing the needs of the business, program, the team with those of the organization.
- Interpersonal skills: Must possess strong people skills and professionalism with the ability to maintain excellent working relationships with colleagues at all levels as well as internal/external stakeholders; must be skilled in negotiation and conflict resolution; must be organized, flexible, adaptable and able to work in a demanding and rapidly changing environment.

### **Essential Qualifications**

- Degree in Business Administration and Diploma in HR or CIMA / ACCA/ B.sc in financing
- Studies on administration and/or leadership and/or community empowerment
- At least 3 years field experience for a national/ international organization working in the finance and admin sector.
- Knowledge of accounting packages specially in quickbook
- Computer skills in Word and Excel
- Good planning, organizing and coordinating skills
- Good interpersonal skills
- Ability to work collaboratively and as part of a team
- Commitment to Noolaham Foundation policy of equal opportunity and the ability to work harmoniously with colleagues of all cultures and backgrounds.
- Excellent writing, communication and analytical skills