

## Job description: Administration & Accounting Executive

<b>Name:</b>	_____
<b>Job title:</b>	Administration & Accounting Executive
<b>Principally reporting to:</b>	General Manager (GM)
<b>Mentoring:</b>	n/a
<b>Purpose of role:</b>	The purpose of the role is to process and record all financial transactions as well as to administer HR and office procedures, ensuring accuracy of all relevant protocols, insurances etc. and legal compliance.
<b>Key Relationships:</b>	Project teams, finance & legal consultants

### Areas of Responsibility:

#### Accounting:

- Elaborate and maintain accurate financial reports (tax accounting, VAT submission, managerial accounting, IFRS reporting)
- Issue and ensure proper filing of purchase orders, invoices, donation receipts, and corresponding contractual agreements
- Monitor deviations (budget vs. actual)
- Work closely with the selected external tax adviser to produce all requested audits and submissions
- Work closely with the GM and Project Coordinators to improve and streamline financial control panels, their metrics and KPIs
- Promote the implementation of digital control tools and self-service HR administration that support lean and best practice management

#### HR / Admin

- Prepare and update employment contracts based on consultations with the selected legal advisor
- Assist in recruitment and selection processes and provide all relevant correspondence and documents
- Ensure job descriptions are accurate; create job postings from job- descriptions
- Co-develop and monitor all relevant HR procedures and policies, ensuring equal opportunities and best practices
- Administer processes such as exits, onboarding, overtime, vacations, etc.
- Assist GM and team members with implementation of self-service HR administration
- Ensure that self-service admin is managed correctly and reflected in payroll
- Ensure quality control mechanisms, Personal Data Protection Measures, and activity tracking measures are in place
- Ensure training and capacity building requirements in the foundation are met and provide opportunities for further development.
- Ensure quality control mechanisms / activity tracking measures are in place.

# FUNDACIÓN CLEANWAVE

## **Office Management / Health & Safety (H&S)**

- Ensure Cleanwave Foundation (CWF) complies with H&S requirements and organises regular medical checks, risk assessments where necessary
- Ensure CWF has required insurance coverage for its activities and stakeholders
- Regular overhead control and re-negotiation with service providers (e.g., insurances, phone, service fees, etc.)
- Ensures commercial services contracts are in place and providers comply with agreed services
- Maintain a CWF schedule of hot dates, activities, and team meetings
- Manage CWF central digital filing system (Google Drive)

## **Required Skills:**

- Proven accounting and basic HR administration skills
- High proficiency in Excel and accounting software such as Atlas, Xero, QuickBooks, TechSoup, etc.
- Excellent numerical skills
- Fluency in Spanish; proficiency in English is a plus
- Good communication skills (written and oral)
- Ability to work accurate with strong eye for detail
- Good knowledge about current legislation, tax implications and legal requisites for non-profit accounting / third sector companies
- Certified (i.e., degree or professional training) in accounting and business administration