


 COMMONWEALTH
 WAR GRAVES


JOB DESCRIPTION

SUMMARY INFORMATION

Job Title:	Office Administrator
Department:	Finance
Contract Type:	Permanent
Job Purpose:	The post is responsible for assisting the Office Manager with processing, verifying and reconciling monthly accounts, administration of HR Pay and Conditions of Service and all other administration duties needed to support our operations in Egypt.
Job Band:	B
Reports to:	Office Manager, Egypt
Direct Reports:	N/A
Other Key Contacts:	<ul style="list-style-type: none"> • Day to day liaison with colleagues within the Mediterranean Area (MA) region and Area Office • Assist office manager with internal and external auditors on regional processes • Liaise with local authorities, contractors or individuals where this may be of use in facilitating the work of the Commission
Financial Responsibilities:	N/A
Location:	Office based - primarily based in Regional Office, Egypt
Working hours:	<p>34.5 hours per week. 7.30 am to 2.30 pm Sunday to Wednesday and 7.30 am to 2.00 pm Thursday</p> <p>There may be occasions where you will be required to work out of hours. Time off in lieu will be granted for overtime worked.</p>
Travel:	<ul style="list-style-type: none"> • Travel within the region as and when required • May be required to occasionally undertake travel outside of Egypt as required
Full Driving Licence:	Required
Right to work:	Must have right to work in Egypt



COMMISSION BACKGROUND

The Commonwealth War Graves Commission (CWGC) honours the 1.7 million men and women of the Commonwealth forces who died in the First and Second World Wars, ensuring they will never be forgotten.

Our work commemorates the war dead, from building and maintaining our cemeteries and memorials at 23,000 locations in more than 150 countries to preserve our extensive records and archives. Our values and aims, laid out in 1917, are as relevant now as they were 100 years ago.

KEY RESPONSIBILITIES and ACCOUNTABILITIES

General

- Assist the Office Manager in preparing various monthly returns and checklists.
- Support the Office Manager in preparing the monthly payroll.
- Reconciliation of the Purchase Management System and purchase order input.
- Review of the MA balance sheet clearing accounts.
- Bank and petty cash input and reconciliation (Monthly and Ad hoc).
- Processing of payments, invoices and claims.
- Assist the Office Manager in organising HR records, ensuring complete accuracy and confidentiality
- Support in coordinating the HR administration processes as per the Mediterranean Area (MA) HR instructions which include, but not limited to; updating various spreadsheets, completing and issuing of letters and contracts.
- Maintain and monitor the preparation of monthly records for annual leave and sickness absence.
- Assist in preparing and submitting the monthly training returns.
- Manage the customs register and make sure shipment entries are updated.
- Translate non-official documents and minutes to and from English.
- Responsible, together with the Office Manager, for all office duties; organising couriers, arranging casual labour contracts, contacting the Social Insurance Office, Tax Office and Banks, arranging hotel and flight bookings for staff, manage the office cleaner and payment of communal charges as required.

Team Performance

- Participates in Area team activities as and when required

Project Responsibilities

- As required

JOB SCOPE REQUIREMENTS

Education, Knowledge and Experience



Essential

- Recognised degree/qualification in Business Administration or Accounting or any other relevant field
- Basic knowledge of Accounting practices
- Fully bilingual in English/ Arabic verbal and written
- IT literate with excellent knowledge of Microsoft Office applications specifically Excel, Word and Outlook

Desirable

- Knowledge of payroll and labour law desirable
- Knowledge of an accounting software package (Great Plains) would be considered as an advantage
- Experience of purchase ledger and/or purchase ordering module would be considered an advantage

Skills and Abilities

- Ability to convey and complete tasks and information clearly and concisely both verbally and in writing
- Able to demonstrate discretion and confidentiality
- Excellent organisation and time management skills
- Attention to detail
- Ability to demonstrate a professional, confident and 'can do' attitude
- Can juggle their workload and keep calm under pressure
- Able to adapt to change
- Committed to professional development
- An alignment and adherence to the Commission's Values: RESPECT, EXCELLENCE, TEAMWORK, COMMUNICATION, PROFESSIONALISM and COMMITMENT
- Health and Safety responsibility for self and, where line management responsibility, responsibility for others

Your key duties are set out within this job description. From time to time, you may be required to perform such other reasonable duties that fall outside your job title or key job duties, should this be necessary to meet the needs of the Commission.

Signatures

Name of Job Holder:

Signature:

Date:

Name of Line Manager:

Signature:

Date: