



HEALTHNET TPO

Administration and Finance Manager

HealthNet TPO, Colombia

Background

HealthNet TPO is an international non-profit organisation that supports people living in areas disrupted by war, disaster and poverty. Our mission is to strengthen communities, help them regain control, and maintain their own health and wellbeing. At the same time, we strengthen national healthcare systems to ensure health needs are met.

Our community intervention engages local people with local knowledge. We are convinced that even the most vulnerable people have the inner strength to (re)build a better future for themselves.

HealthNet TPO was established in 1992 and has country offices in Afghanistan, Burundi, South Sudan and the Netherlands, where its head office is located. The registration as INGO in Colombia was completed in January 2024, and an official country office is to be established.

HealthNet TPO is implementing the “Women Advocate for Peace” programme (2021-2025) as a consortium partner and has four employees working with us. A partner organisation facilitates financial and Human Resources Management, including office space and logistics. We intend to increase our portfolio with a main focus on MHPSS in the coming years, for which we are in discussions with different donors.

Purpose of the position

HealthNet TPO is looking for an experienced Administration and Finance Manager for our office in Bogotá. They will be responsible for managing all aspects of the administration and finance department of the HealthNet TPO Colombia programme to achieve our objectives in line with HealthNet TPO and donor policies, procedures and standards. Initially, the position will focus on developing policies and procedures on HR, finance, procurement and office management in cooperation with the head office in the Netherlands. This is part of setting up a country office representing HealthNet TPO in Colombia.

Reporting lines

The Administration and Finance Manager reports to the Country Representative and is in regular contact with the Director of Operations and the Chief Financial Officer in Amsterdam on operational and finance issues.

Responsibilities

Human resources

- Develop a human resource (HR) manual based on HealthNet TPO guidelines and Colombian labour law.
- Develop HR material, such as standard employment contracts and salary grids.
- Ensure coordination with the Amsterdam office and a contracted lawyer.
- Introduce staff to the HR manual and its regulations.
- Issue employment contracts under the conditions of the HR manual.



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- Safeguard fair and equal employment conditions.

Procurement

- Implement the HealthNet TPO global procurement policy.
- Adapt procurement documents and forms to the Colombian context.
- Review for possible conflicts with Colombian law.
- Train national staff on procurement procedures.
- Responsible for procurement within Colombia and coordinated with the Director of Operations.

Security management

- Develop a Colombian security plan in coordination with the Director of Operations.
- Implementation of the security plan.
- Act as a focal point for security analysis and incidents.

Finance

- Set up, in coordination with the Chief Financial Officer, the project bookkeeping based on MS Dynamics Business Central 365.
- Develop and adapt a financial manual for the Colombian office.
- Organise a filing system based on national and organisational regulations.
- Ensure country financial management systems & records are adequate to identify and protect the assets and interests of the organisation.
- Closely monitor all financial activities and provide asked and unasked advice to the Country Representative.
- Undertake financial assessments & evaluation of partners, in line with HealthNet TPO's standard due diligence procedures.
- Participate in the review, monitoring and capacity-building of partners.
- Participation in budgeting for new proposals and budget revisions for existing projects. Preparation of the working budgets in consultation with the program staff.
- Prepare and support internal and external audits.
- Provide financial support and guidance to project managers based on monthly expenditures.
- Ensure timely & accurate preparation and submission of donor reports as per the grant agreement(s)
- Ensure all statutory deductions & taxes are complied with and paid to relevant authorities.

Networking

- Maintain contact with donors on financial requirements.
- Liaise with partner organisations.

Any other tasks related to the position will develop over time when the country office becomes more functional.

Skills, knowledge, and expertise

- Master's degree in business administration or accounting
- At least five years of relevant work experience in a senior administrative and finance position.
- Experienced in working in an international NGO, preferably in a multi-cultural setting and setting up an administrative system.



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- Working knowledge with various institutional donors, including planning and reporting
- Fluency in Spanish and English, both spoken and written.
- Computer skills and experience with Office 365 and preferably experience with Business Central 365.
- Being a Colombian national.

Competencies

- Flexible and organised in a challenging environment.
- Good team player, able to listen and motivate.
- Able to work in a culturally diverse environment.
- Able to work with minimum supervision and be proactive.
- Able to work under pressure, with occasional flexibility regarding working hours.
- Willing to travel to the field locations where the activities are taking place.

Additional job specifications

- Initial contract of 12 months
- Working as part of a dedicated and motivated team.
- The position is based in Bogotá.
- This is a full-time position (40 hours per week).

How to apply

Please send your application, including a cover letter and CV in English, a maximum of 2 pages per document, to recruitment@hntpo.org before March 17th, 2024. When applying, include the following title in the email subject line: **Administration and Finance Manager Colombia**. Only shortlisted candidates will be contacted.

For more information, please visit our website www.healthnettpo.org