

Terms of Reference (ToR)

Finance and Admin Assistant

Finance and Admin Assistant is responsible for supporting overall administrative and logistical management of SEN. This position reports to the SEN's Finance and Admin Associate. Finance and Admin Assistant is responsible for supporting overall management and reporting, cash flow/fund management, assets, and inventory management. The following are the major duties and responsibilities:

A. Administration

- Maintain attendance record of staff and project document folders
- Manage incoming and outgoing communications (official letters)
- Complete daily financial transactions
- Maintain updated documentation, filing, folders and administrative data management in both hard copy and soft copy version
- Maintain inventory records of office equipment, assets, materials, and coordinate procurement as needed.
- Support administrative activities and maintain monthly timetables
- Roster management of all the materials and services to be bought by the organization in a timely manner
- Maintain petty cash and expense claims timely

B. HR

- Maintain staff file
- Keep leave record of staff

C. Office Coordination

- Ensure smooth day-to-day office operations
- Coordinate with vendors, service providers, and partners when required
- Support compliance with organizational policies and procedures

D. Program and Event Support

- Coordinate and support in travel arrangements for staff (meeting/field visit/program)
- Provide logistical support for trainings, workshops, seminars, and field activities

E. Deliverables

- Well-maintained administrative and financial records
- Timely support to program activities and events
- Accurate documentation and filing system
- Efficient office and logistical coordination

F. Other duties as assigned by the supervisor