

Contract Administration and Finance

Do you enjoy a mix of contract administration, procurement and finance? Do you want to work in an international environment and contribute to helping those in developing nations? Looking to combine that with your skills and expertise? This could be the job for you.

Company

FCG ANZDEC is an international development consulting and project management company established in 1970 in New Zealand. Since this date, we have been managing consulting projects globally, in more than 60 countries, primarily in the Asia-Pacific region. Our core sectors span all areas of agriculture development and natural resources management, including water resources, coastal and marine resources, climate change adaptation, and disaster risk management. FCG ANZDEC has a small but diverse in-house team and a large pool of international consultants who work together to design and implement projects for multilateral and bilateral development agencies (such as Asian Development Bank, World Bank, and New Zealand Aid Programme), governments from development countries, and other clients. It is a member of the Finnish Consulting Group, one of the largest international development companies in Finland, with subsidiaries and offices across the world.

Role

We are looking for a team member responsible for contract administration and finance for our international development projects. Reporting to the Project Manager and Finance Manager, this role will support the project management team in daily management of the projects. Liaising with in-house and overseas staff, you will provide pivotal support to ensure all information is updated and the projects are running to schedule from initial stages through to completion. Over time, and with increasing experience and understanding of the company, there will be opportunities for the team member to grow and to move up in the company.

Responsibilities

Your daily responsibilities will include:

- Help prepare and maintain a database of contract documentation, including preparing contracts with clients and suppliers
- Work with project management in mobilizing human resources and establishing field operations and logistics, including project office facilities, bank accounts, and local procurement of good and services
- Provide continuous support and training to the local project office support staff
- Assist project managers in managing budgets by preparing and reporting on forecasts and current costs
- Prepare cost estimates for contracts, contract variations, procurement, and any other requests or changes during the project life
- Process purchase orders and invoices
- Analyze and report on risks associated with contracts
- Monitor project accounting and prepare progress reports for project management and finance on a monthly basis and when requested
- Lead the contract closure process from the administrative and finance perspective

Skills and experience

- Minimum of a bachelor level qualification in business, administration, finance, accounting or similar

- 3+ years of experience in contract/project administration (previous industry and international experience will be an advantage)
- Methodical and precise with strong attention to detail and the ability to spot errors and inconsistencies
- Strong written and verbal communication skills
- Proactive and confident to engage with others, including an ability to solve problems
- Proficiency in MS Office packages (Word and Excel mainly: formatting and editing skills are requested)
- Sense of initiative and good organizational skills, such as prioritization and time management
- Results driven professional and willingness to work as part of a larger project management team
- Eligibility to work in a permanent position in New Zealand will be considered an advantage

Company culture and rewards

FCG ANZDEC is dedicated to offering their employees ongoing professional development. We pride ourselves on having a multicultural team of charitable and environmentally-conscious staff, with a high sense of contribution to poverty alleviation and environmental protection. We value a strong team culture where we enjoy having a laugh and working hard at the same time. We also offer flexible working arrangements with additional special leave; on the job training and continuous development; opportunities to engage with and get support from a hands-on and approachable management that recognizes and values team members; regular staff development opportunities with financial reward for excellent performance; possibility to travel to project countries and be emotionally rewarded by seeing the real impacts on the ground of the day-to-day actions in the office; and career development as the company grows.

If you're looking for challenging work and a friendly environment, and you take pride in your work and like being able to get on with it and deliver, then we want to hear from you.

Please send your CV and cover letter to consult@fcganzdec.co.nz

Candidates must be willing to provide at least three references and should be aware that only candidates who have been considered for the position will be contacted.

The closing date for applications is 6 May 2018.