



TERMS OF REFERENCE

(Administration and Finance Coordinator)

JOB DESCRIPTION:

- Location: EAAFP Secretariat, Incheon, Republic of Korea
- Department: Administration and Finance Team, Foundation Team of the EAAFP Secretariat
- Reporting to: Administration and Finance Officer, Foundation Officer
- Type of contract: Full-Time Permanent Position (1 year-based renewal)
- Work hours: 09:30 – 18:30, Monday – Friday
- Benefits: 15 days annual leave per (excluding the 15 days of Korean national holidays), social insurance premiums (national pension contribution will be paid monthly and shared equally between the employee and the employer), and a retirement fund will be provided in accordance with the relevant laws of the Republic of Korea
- Application submission deadline: 29 September 2024, Sunday 23:59 Korean Time
- Required application documents: EAAFP Job Application Form, Cover Letter, CV, Reference Letters (Optional)
- Interview: 7 October 2024
- Expected starting date: 21 October 2024 (Negotiable)

POSITION SUMMARY:

The East Asian–Australasian Flyway Partnership (EAAFP) is a flyway-wide framework that aims to conserve migratory waterbirds, their habitats, and the livelihoods of people dependent on them in the East Asian–Australasian Flyway. The EAAFP Secretariat, based in Incheon, Republic of Korea, supports its 40 Partners, providing expertise and engaging with a range of stakeholders within the Partnership.

The Administration and Finance Coordinator works:

- 1) in the Secretariat and the Foundation, to manage and oversee all financial activities. This role requires an organised individual with an understanding of accounting, excellent analytical skills, and the ability to manage financial and administrative systems and processes efficiently.
- 2) in the Secretariat, to manage and oversee the Information Technology needs. This role requires a technically proficient individual with strong project management skills, problem-solving abilities, and the capacity to ensure the seamless operation of IT systems and infrastructure.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

[Administration, Finance and IT Support]

1. Implement day-to-day financial transactions, including accounts payable and receivable, expense reimbursements, and payroll payments.
2. Support financial planning, budgeting, and record-keeping on a monthly, quarterly, and annual basis.
3. Ensure compliance with financial policies, procedures, and regulations.
4. Support annual financial audits and report on donated property.
5. Provide technical support to staff and troubleshoot IT issues.
6. Maintain IT equipment inventory, software licences, and other supplies.

REQUIRED SKILLS AND EXPERIENCE

Education:

- Bachelor's degree

Experience:

- Working experience in Finance, Accounting and preferably in an IT related working experience.
- Experience in handling web-based applications including Microsoft packages (e.g., Office 365, Teams, Sharepoint, NAS etc).

Language:

- Fluent in Korean and proficient in speaking, writing, and reading English at a working level.

COMPETENCIES

- Knowledge of financial and accounting principles.
- IT skills in Microsoft Office Suite and IT system administration.
- Excellent organisational and multitasking abilities with strong attention to detail.
- Strong interpersonal skills in cross-cultural teams, demonstrating collaboration and respect.
- Flexible and responsive to changing circumstances and new opportunities.
- Familiarity with nonprofit organisations or international organisations is desirable.