



Finance & Administration Assistant

School-to-School International (STS) is a nonprofit organization based in Pacifica, California, USA, committed to improving the lives and learning of girls and boys worldwide through thoughtful research, practice, and partnerships. For more than a decade, we have partnered with individuals, government ministries, nongovernmental organizations, private foundations, and research institutions to improve the quality of children's learning through educational research and integrated support solutions for children in primary school. We have worked in more than 30 countries across the globe providing assistance in research and evaluation, curriculum and training, and policy and planning.

Role: The newly awarded Transforming Teacher Education is a five-year project funded by the United States Agency for International Development (USAID) and implemented in partnership with Florida State University. Its aim is to strengthen the capacity of Zambia's pre-service teacher training institutions to improve student learning outcomes. The project will focus on aligning pre-service education with current, evidence-based practices in primary school and in-service education programs. School-to-School International is seeking a Finance and Administration Assistant to join the team in its Lusaka-based office. The responsibilities of the Finance and Administration Assistant may include, but are not limited to, the following bullets.

Responsibilities:

- Support the financial planning and implementation of project activities
- Plan and coordinate activity payments to vendors, participants, transportation company, etc.
- Coordinate teaching and learning materials printing while following procurement guidelines
- Provide general administrative support, such as meeting planning and facilitation, taking minutes of meetings, monitoring files, filing, checking correspondence, and other administrative services as required
- Attend team meetings and organizational initiatives, as needed
- Responsible for petty cash account
- Prepare monthly field finance reports, including bank reconciliation, petty cash reconciliation, and thorough documentation of expenses and receipts
- Help manage and maintain project equipment
- Coordinate office logistics, including electricity, internet, etc.
- Coordinate and support international and local travel arrangements
- Report to the Finance & Administration Lead

- Other duties as assigned by supervisor

Qualifications:

- Degree in business administration, accounting, communication, project management, or other related fields. Comparable and relevant work experience may replace educational requirements
- At least five years of specific experience in the field of financial and administrative management, executive secretariat, or project management with international organizations
- Previously a part of a donor-funded project's finance team preferred
- Experience working with remote teams and communicating using Skype, WhatsApp, Zoom, or other communication platforms
- Excellent command of Microsoft suite (Word, Excel, PowerPoint) and project management software
- Strong communication, written, and interpersonal skills
- Fluency in English
- Ability to interact professionally with team members, consultants, financial institutions and USAID
- Willingness and flexibility to adapt to changing priorities and shifting deadlines
- Willingness and ability to travel occasional to sites as needed

Please submit a resume/CV and cover letter describing your interest and qualifications to info@sts-international.org no later than November 15, 2020 with the subject line "Finance & Administration Assistant."

School-to-School International is an equal employment opportunities (EEO) employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability status, protected veteran status, gender identity, sexual orientation, or any other characteristic protected by applicable law.