

# Algeria Jobs Expertini®

## DZA - Protocol and Finance Officer (AO)

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Company: Foreign, Commonwealth & Development Office

Location: Algiers [El Djazaïr]

Category: business-and-financial-operations

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The **British Embassy in Algiers** is seeking to appoint a Protocol and Finance Officer, job grade Administration Officer (AO).

The role of Protocol and Finance Officer is to Support the Finance and Procurement Manager in delivering a quality service in protocol, finance and procurement for the Embassy, ensuring that FCO policies and regulations are followed.

### **Duties and responsibilities:**

Lead on delivering day to day protocol requirements, including implementing and monitoring the Note Verbal Registry System. Arranging customs clearance and delivery of all goods and shipments, including Unaccompanied Air Freight, Heavy Baggage, and quarterly diplomatic goods orders. Submitting timely, accurate franchises to the MFA. Requesting import and export permissions for diplomatic vehicles, coordinate paperwork through MFA and Customs, arrange for car ownership transfers and vehicle registrations.

Ensure all UKB and CBS staff have relevant and up to date ID documents, including Visa

Renewals, Diplomatic ID and medical cards and Airport passes. Facilitate tarmac access for Embassy vehicles to import and export of diplomatic bags.

Manage cash payments, through Embassy's cash box and Network Post Account (NPA), in line with FCDO policy. Ensure cash is processed during the Accounts Office opening hours, with accurate charging, balance and monthly count. Invoice staff and other departments, spend reports to Partners Across Government. Process invoice payments and utility bills. Liaise with the Global Transaction Processing Centre to resolve invoice queries.

Provide general support to the Finance Manager including provide spend analyses for the budget forecasting, coordinate with our Global Transaction Processing Centre, UK invoices team and Embassy's requisitioners to do the necessary housekeeping.

Provide administrative and procurement support to the Corporate Services team (CST). Work with the Regional Procurement Hub (based in Manila) and Embassy teams to set up Embassy suppliers on Hera (our corporate system), ensuring compliance with FCDO policies and processes and ensuring value for money.

Act as the Embassy's main buyer, requisitioner and receiver, including making stock purchases for CST.

Responsible for ordering and managing the stationery store and undertaking inventories for the whole of the Embassy, including holding responsibility for printing, including ordering business cards, newspaper and hotel contracts.

Responsibility for the management of the Embassy Diplomatic Bag service, including assisting with customs clearances, receiving and receipting diplomatic bags, arranging a return service of goods in the bag to the UK and ensuring a robust audit trail of documentation is kept.

Contribute to Embassy Crisis Preparedness, including ensuring up to date Logistic Contingency Plans.

Provide cover for the Finance and Procurement Manager, or General Assistant. Support other colleagues in the Corporate Services when required.

## **Resources Managed**

## Manage the Embassy Cashbox

The above list is not exhaustive, and you will be required to be flexible and take on other ad hoc tasks as required. The job description may be reviewed to meet changes in business needs.

### **Key behaviours required:**

**Managing a Quality Service** - Deliver service objectives with professional excellence, expertise and efficiency, taking account of diverse customer needs.

**Making Effective Decisions** - Use evidence and knowledge to support accurate, expert decisions and advice. Carefully consider alternative options, implications and risks of decisions.

**Delivering at Pace** Take responsibility for delivering timely and quality results with focus and drive.

**Working Together** Form effective partnerships and relationships with people both internally and externally, from a range of diverse backgrounds, sharing information, resources and support.

**Communicating and Influencing**- Communicate purpose and direction with clarity, integrity and enthusiasm. Respect the needs, responses, and opinions of others.

### **Eligibility:**

Applicants must have the legal right to reside and work in Algeria.

Essential qualifications, skills and experience 1

Excellent organisational skills with ability to manage, plan, and prioritise tasks, workload, and a proactive approach to problem solving.

Strong analysis, organisational, and time management skills with attention to detail and ability to handle multiple priorities within the agreed deadlines.

Good customer care skills and the ability to respond to a range of customer needs.

Good interpersonal and active listening skills, with the ability to cultivate and maintain a range of contacts at all levels.

Confident and strong communicator with high customer focus and able to tailor approach to

express ideas and messages clearly and concisely to different audiences both orally and written communication.

Fluent in English and a good level of Arabic and French both oral and written.

Strong IT skills and literacy in Microsoft Office applications (Word, Excel, PowerPoint, Outlook, and Teams).

Flexibility for occasional out of hours work.

Desirable qualifications, skills and experience 1

Background or relevant qualification in Finance management.

Knowledge/ Background/ Certification of Procurement practices in the workplace.

Required behaviours 1 Communicating and Influencing, Delivering at Pace, Making Effective Decisions, Managing a Quality Service, Working Together Application deadline 1 9 May 2024 Grade 1 Administrative Officer (AO) Type of Position 1 Full-time, Permanent Working hours per week 1 38 Region 1 Middle East & North Africa Country/Territory 1 Algeria Location (City) 1 Algiers Type of Post 1 British Embassy Number of vacancies 1 1 Salary Currency 1 DZD Salary 1 102,713.42 Start Date 1 1 June 2024 Other benefits and conditions of employment 1

### **Working hours and other benefits:**

The Embassy offers an attractive working environment and remuneration package for the role, including a non-negotiable gross salary of **DZD102,713.42** per month plus **DZD 15,000**. However, employees who are not liable to pay local income tax on their Mission salary may have their salaries reduced by the equivalent local income tax amount.

No accommodation and relocation expenses are payable in connection with this position.

The package includes medical insurance, 25 days of paid leave annually (on pro rata basis, increasing to 30 days after completion of 5 years of service) along with up to 14 days paid public holidays. The Embassy offers a good working environment in a modern, purpose-built office, as well as use of the Embassy's recreational facilities: on-site swimming pool, a tennis court, and gym facilities after working hours.

This position is for a full-time employment, on a permanent contract, subject to a 6-month probationary period.

Conditioned working hours is 38 hours per week. Normal working hours are 08:00 to

15:40 from Sunday to Thursday. The Embassy encourages flexible working, with an opportunity for staff to work one day a week from home subject to operational need and line manager's approval.

The Embassy aims to be a highly inclusive place to work, celebrating a workforce with both diversity of thought and background. To help achieve this, the Embassy takes a values-based approach to leadership and people management, and has a zero-tolerance for bullying and harassment.

Within the embassy, there is an active L&D culture, with a variety of opportunities on offer, from ad hoc learning sessions run by embassy colleagues to more structured courses, and you will be encouraged to participate in these.

You will have full access to the FCDO's International Academy learning and development platform, providing formal and informal L&D across the organisation. You will benefit from the opportunity to participate in a variety of training courses according to your interests and development needs. This includes specific training on FCDO procurement processes and Health and Safety requirements.

In addition to job-specific training, you will have access to the whole range of training through the FCDO's International Academy, enabling you to build professional skills including leadership and management, as well as developing your understanding of the UK.

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