



Adventist Development and Relief Agency (ADRA) Sri Lanka
37 Purana Road, Wattegedera, Maharagama, Sri Lanka

Profile and Job Description
Project CSO-INTERCEDE
Administrative Assistant & Cashier - Anuradhapura (Dambulla)
Vacancy Reference – REF2025-04-PRJ/CSO

General Philosophy

Identity Statement: ADRA Sri Lanka (ADRA SL) is a humanitarian organization working within an internal network of the Seventh-Day Adventist Church that demonstrates God's love and compassion.

Purpose Statement: ADRA SL exists to serve humanity so all may live as God intended.

ADRA SL has operated in Sri Lanka since 1983 and was registered on June 20th, 2002, as a Local Non-Governmental Organization (NGO). ADRA SL promotes humility, understanding, service, teamwork, transparency, and accountability through its work. ADRA SL aims to build a positive working environment through value-based management that incentivizes hard work, discipline and reliability.

ADRA expects its employees to exemplify its three core values: Connected, Courageous and Compassionate.

General Job Criteria

The project named CSO-INTERCEDE aims to enable “Capable Civil Society Organizations (CSOs) effectively supporting vulnerable groups (women, children and youth) in coping with the socio-economy crisis (livelihood, nutrition) through active involvement in the governance and development process in estate and rural Sri Lanka.

The position requires the appropriate educational qualifications and solid experience working in diverse rural /Estate communities and a positive and pleasant attitude. Strong coordination with internal and external stakeholders will be a requirement, and a competency in managing these relationships, orchestrating, executing, and monitoring the project, and ensuring its alignment with the national strategic plan will be deemed as vital. Working with the ADRA SL head office on donor relations, standard reporting and effective project management are central to this role. Respect for and safeguarding of women, children, the differently abled and all whom the project encounters is a standard requirement of ADRA SL.

Title	Administrative Assistant & Cashier
Educational Qualification	Diploma, preferably in Finance or Business Management.
General Experience Requirements	At least 2 years of experience in accounting or finance department in the Government, private companies or in NGO/INGOs.
Specific Experience and Skills	Good ability to keep track of documentation and attention to detail.
Computer skills requirements	Good knowledge of Microsoft Excel and Word. Ability to work with electronic mail packages such as Outlook.
Language Requirements	Fluency in written and spoken English and Sinhala
Salary/Benefits	LKR 90,000/-
Location	Anuradhapura (Dambulla)

Expected Travel	Occasional field visits to support the project team
Reports to	Project Manager
Staff supervision	None
Work Hours	8:00 am – 5:30 pm (Mon-Thurs); 8:00 am – 12:30 pm (Fri)
Duration	21 Months

Job Responsibilities and Objectives:

Duties to include, but not limited to:

- Prepare Cash Vouchers.
- Responsible for maintaining and disbursing Petty Cash.
- Prepare Petty Cash Replenishment in accordance with agency procedures.
- Review supporting documents for accuracy and signatures on all cash vouchers and checks.
- Write checks following ADRA Sri Lanka procedures based on approved requests.
- Assist in preparing check vouchers for all transactions.
- Make cash and checks deposits.
- Keep check books and cash box in the safe when not in use.
- Safeguard Petty Cash and safe box.
- In charge of encashing checks at the bank to replenish Petty Cash
- Prepare/initiate bank transfers based upon Finance Director's instructions and approved Bank Transfer Request
- Prepare check and bank transfer book requisitions to banks.
- Ensure that all cash vouchers are settled properly and on time.
- Perform any other duties assigned by the supervisor from time to time.
- Coordinate with field staff to gather quotations for materials and services
- Prepare quotation comparisons for materials and services
- Coordinate with field staff on purchasing, delivering of materials to field and handing over of materials; verifying the procurement, accounting, and handing over procedures of ADRA Sri Lanka are fully enforced
- Coordinating the handover of financial documents to the Finance Department in Colombo and responding to any requests or clarifications they may have
- Transcription of the timesheets of project staff from sign in book into an electronic document and submitting to Project Director for approval, then gathering staff signatures and sending the timesheets to Colombo
- Managing and monitoring the inventory list.
- Coordinating with the Human Resources department of the head office by maintaining personnel files in the field office and making sure all proper documents are available in the field and headquarters for staff
- Specific Human Resource responsibilities as follows: gathering and submitting to head office of leave requests from field staff, gathering signatures from field staff on pay slips and returning to head office, coordinating the paperwork for new hires such as banking information, certified copies of certificates and diplomas, code of conduct, conflict of interest, etc.
- Working closely with other project staff to coordinate overall implementation of project in compliances with ADRA financial and administrative procedures.
- Any other duties assigned by Project Manager and Finance Manager/Accountant.

PROFESSIONAL ATTRIBUTES:

- **Personal Qualities:** Demonstrates an understanding of the agency's purpose and values and advocates these through daily work.
- **Results Focus:** Achieves objectives by taking an organizational perspective and working with and through others to achieve results.
- **Decision Making:** Constructively contributes to the agreed decision-making process.
- **Problem Solving:** Uses clear and innovative thinking to solve problems and takes decisions that appropriately addressed for risk and strategic alignment.

- **Continuous Learning:** Demonstrates a commitment to own professional development by actively participating in continuous learning.
- **Self-Awareness:** Is aware of own strengths and development needs and seeks to improve style, skills, and performance including cultural and gender sensitivities.
- **Team Building:** Is a cooperative and active team member, committed to working together towards goals.
- **Psychosocial Mindfulness:** Is mindful of stressors that may impact on work, and where appropriate, utilize available resources to manage these.
- **Accountability:** Is accountable for own actions and working practices, accepts responsibility and learns from mistakes.
- **Regular Meetings:** Participates in clear and regular communication with supervisor and team during one to one and team meetings.
- **Adaptability:** Adjusts approach and thinking to work effectively in a variety of situations and with different people.
- **Sharing Knowledge:** Shares organizational and professional knowledge with peers to enhance understanding.
- **Accepting Direction and Feedback:** Seeks and accepts clear direction and feedback from supervisor/s relating to work practices and outcomes in a positive and constructive manner.

PERSONAL ATTRIBUTES

- Ability to work as a member of a team and autonomously.
- Flexibility, patience, tolerance for other perspectives and excellent interpersonal skills.
- Capacity to work under pressure.
- Commitment to gender equity, social justice, and community development.
- Understanding of and commitment to ADRA's development philosophy, values, principles, and objectives.
- Understanding of and commitment to adhere to equity, diversity, child safe and staff health and wellbeing.

COMPLIANCE EXPECTATIONS:

The employee is expected, as a minimum requirement, to be familiar with and follow:

- ADRA Sri Lanka HR Policies and Procedures Manual
- ADRA Sri Lanka Code of Conduct
- ADRA Sri Lanka Child Safeguarding Policy
- ADRA Sri Lanka Protection from Sexual Harassment, Exploitation and Abuse (PSHEA) Policy
- ADRA Sri Lanka Safety and Security Plan
- Core Humanitarian Standard on Quality and Accountability

Statement of Personal Responsibility on Work Health, Security and Safety

As an employed staff of ADRA Sri Lanka, I am fully aware of my personal responsibility in upholding the work health, security and safety (WHSS) of the Agency and the expectations it entails to put the highest priority on my own work health, security and safety and that of others to the best of my ability.

Personal Commitment:

Being employed by the Adventist Development Relief Agency requires a commitment to its mission and lifestyle. The holder of this position will uphold the Christian values upon which ADRA's core values have been built and will display a strong commitment to the Core Humanitarian Standards.

How to Apply: Complete ADRA Sri Lanka's job application form (to be downloaded from the given link) and email to hr@adrasrilanka.org along with a recent CV on or before Friday, March 14th, 2025. Please include the **reference number (REF2025-04-PRJ/CSO)** in the subject line and kindly note that it is mandatory to forward the duly completed job application form along with your CV.