

IC Net Limited

Company profile:

IC Net Limited is a multidisciplinary consulting firm committed to helping people stand on their own feet by offering solutions in Rural and Urban Infrastructure Development, Public Sector Governance, Monitoring and Evaluation, Environment, Fisheries, Health, Education, and Training. IC Net is ISO27001-certified and is committed to quality, IT security, and transparency. Since its founding in 1993, IC Net has completed more than 400 projects and carried out short-term technical services throughout the developing world. At any moment, IC Net's experts carry out more than 25 projects around the world. Our clients include Japan International Cooperation Agency (JICA), Japan Bank for International Cooperation (JBIC; integrated in JICA), Ministry of Foreign Affairs in Japan, World Bank, Asian Development Bank, and UN organizations. Currently IC Net employs around 100 professionals and 25 core administrative staff at the headquarters, and several locally-employed project staff members.

Application instructions:

To apply, please email your cover letter with salary requirements and curricula vitae to ICUSadassistant@gmail.com.

IC Net USA
Finance and Administrative (F&A) Assistant

Position starting date: Finance and Administrative Assistant with possibilities of promotion to the Finance and Administrative Manager

Contract length: Part-time staff position (15 hours/week) with possibilities to be promoted to a full-time position

Position's location: Washington, DC

Position summary: The F&A Assistant works to provide efficient and effective administrative support to the Director of the IC Net USA Office.

Primary responsibilities:

- Support the Director in conducting financial management, including payment, accounting, and reporting of financial transactions of IC Net USA Office
- Support the Director in conducting personnel management, including recruitment, placement, and evaluations
- Support the Director in managing contracts of the USA Office, including those with staff, clients, and professional service providers such as law firms and accounting firms
- Support the Director in conducting business development activities such as setting up appointments with clients, maintaining project database, and preparing documents and presentation for business development
- Ensure the adequacy of financial controls, timely financial reporting, accurate monthly management reports, budgets, forecasts, and other ad hoc reports as required
- Create and maintain filing systems for paper and electronic documents for USA Office

Required skills and qualifications:

- Bachelor's degree in finance, business administration, or applicable work experience
- Three years of experiences in financial, personnel or other corporate management in profit or non-profit organizations
- Excellent organizational skills in office, records, and information, and demonstrated ability to manage multiple tasks
- Computer literacy including strong MS Word, Excel, PowerPoint and Outlook.
- Excellent team player as part of the management team

Desired skills and qualifications:

- Fluency in Japanese language is required
- Work experience in international development is an advantage
- Must be eligible to work in the United States