

Job Description:

Administrative and Finance Assistant

About the Melting Pot Foundation:

The Melting Pot Foundation is a Danish NGO based in Copenhagen, with the charitable purpose of driving SOCIAL CHANGE THROUGH CULINARY ENTREPRENEURSHIP.

We believe in the concept of unconditional hospitality; that, as humans and as organizations, it is our job to assume growing responsibility for others and the world. Sharing the practice of cooking delicious, sustainable food and serving it with kindness may represent a silver bullet that can unfold significant personal, social, and environmental potentials.

Our VISION is the fundamental idea that every human being can become a source of progress and hope for others. No one should be left behind. We believe in culinary entrepreneurship as a lever to unfold both personal and social potentials.

Our MISSION is to create sustainable social change through food-based initiatives which have healthier people, more resilient communities, better employment opportunities, and the empowerment of young people as a recurrent outcome.

About Um Mami Culinary Centre (UMCC) in Morocco: UMCC pays tribute to the rich Moroccan cooking tradition passed on from generation to generation for centuries. The Um Mami Project trains Moroccan youth in becoming chefs and culinary entrepreneurs. In the pilot phase of the Um Mami project, 100 young Moroccans attended eight-week training courses organised by prominent Danish chefs from Meyers, whereafter the youth were linked with relevant job or internship opportunities. Um Mami works to inspire a new generation of chefs and culinary entrepreneurs in Morocco:

The pilot phase of the Um Mami Project ended in June 2023. The results from the pilot phase have been so promising that the Melting Pot Foundation and its partners have agreed to pursue opportunities for continuing and further scaling the Um Mami project.

The new phase that runs from July 2023 to June 2027 will consist of three strategic pillars:

1. Young people obtain market-responsive technical skills, knowledge of finding employment, and greater access to the labour market skills to enter the labour market from a viable Um Mami Culinary Centre
2. Provide young people with entrepreneurial skills to develop business plans and pursue their own businesses in the culinary sector
3. Inspiring and facilitating the green transformation of the culinary sector in Morocco



We are seeking a highly motivated and detail-oriented individual to join our team as an Administrative and Finance Assistant. This role will play a crucial part in ensuring smooth operations and efficient financial management within our organization.

Responsibilities

Provide administrative support, including managing incoming calls, emails, and correspondence

Be responsible for complying with the newly approved procedures

Make sure all employees are aware of the procedures, and that they are compliant

Assist in scheduling appointments, coordinating meetings, and maintaining calendars

Organize and maintain both digital and physical filing systems, ensuring easy accessibility and confidentiality of documents

Conduct financial tasks such as processing invoices, expense reports, and reimbursements

Collaborate with the external accountant to ensure accurate and up-to-date financial records

Support budgeting and forecasting processes by gathering relevant financial information and preparing reports

- Assist in payroll administration and employee expense tracking
- Prepare and distribute financial reports and presentations as required
- Monitor and maintain office supplies inventory, placing orders as needed
- Assist in coordinating travel arrangements and accommodations for staff
- Contribute to overall administrative and operational efficiency by identifying and implementing process improvements

Qualifications

Bachelor's degree in finance, accounting, business administration, or a related field (or equivalent experience)

Proven experience in administrative and finance roles

Strong organizational and time management skills, with the ability to prioritize tasks and meet deadlines

Proficient in financial software applications and MS Office suite (particularly MS Excel)

Familiarity with accounting principles and practices

Excellent attention to detail and accuracy in data entry and financial calculations

Strong written and verbal communication skills in Arabic, English and French

Ability to work independently with minimal supervision, as well as collaborate effectively within a team

High level of integrity and discretion when handling confidential information

Familiarity with QuickBooks or other accounting software is a plus

How to Apply

If you are passionate about making a difference and have the necessary skills and experience, we would love to hear from you! Please submit your resume, cover letter, and any other relevant documents to ha@meltingpotfoundation.org

Application Deadline: January 15th 2024

Only shortlisted candidates will be contacted for an interview.