

Global Water Partnership Central and Eastern Europe

Terms of Reference

Financial officer

BACKGROUND

The Global Water Partnership (GWP) is a global action network of partners supporting countries and regions in the sustainable development and management of water and related resources worldwide. The GWP network is supported by a global secretariat (Global Water Partnership Organisation (GWPO), which an intergovernmental organization based in Sweden), 13 Regional Water Partnerships, and 76 Country Water Partnerships.

GWP Central and Eastern Europe (GWP CEE) is a Regional Water Partnership, bringing together GWP network partners in the Region. GWP CEE operates as a civic association registered in Slovakia and its Regional Secretariat is managed by a Regional Coordinator.

GWP CEE implements core activities supported by GWPO as well as projects (e.g. Horizon, Interreg programme). GWP CEE further supports the Country Water Partnerships established in 11 countries of the region (Bulgaria, Estonia, Hungary, Latvia, Lithuania, Moldova, Poland, Romania, Slovakia, Slovenia and Ukraine), and more broadly supports all countries and partners in the region in the sustainable development and management of their water resources. For more information, visit www.gwpcee.org

POSITION REPORTING TO: GWP CEE Regional Coordinator

LOCATION: Bratislava, Slovakia (hybrid work possible)

DURATION: One year contract, with possibility for extension

SCOPE OF THE POSITION

The Financial officer is a staff of GWP CEE Regional Secretariat, reporting to the Regional Coordinator. The officer ensures financial management of GWP CEE Regional Secretariat, including core activities and projects (mainly funded by EU funding programmes) in line with the approved workplan and budget of the Regional Water Partnership. He/ she shall closely work with the rest of the Regional secretariat, GWPO, and Country Water Partnerships.

The annual budget of the organisation varies according to projects signed but is on average 450.000 euros, whilst staff size is between 5 to 8. An administrative officer currently supports the financial management functions with management of contracts and agreements, payments authorisation, cash management and other cross cutting finance and administration issues.

The position is based in the office of the Regional Secretariat, which is located at the Slovak Hydrometeorological Institute in Bratislava, Slovakia. The position entails occasional travel.

SPECIFIC DUTIES

1. Financial Management

- Keeps double entry bookkeeping for the Regional Secretariat with in-house software.
- Keeps track of expenditures and provides extracts from accounting software as requested.
- Provides reconciliation of bank and balance accounts at the end of each month and the end of each reporting period, respectively.
 - Prepares funding requests to GWPO and external donors and monitors cash flow.
- Coordinates invoicing of locally raised funds to external donors as requested by the Regional Coordinator.
- Prepares salaries data for payroll company each month
- Prepares yearly budget in cooperation with Regional Coordinator,
- Prepares staff costs budget with splitting in positions as per project budgets and monitors it carefully every month
- Keeps contacts with auditors, tax office and other official authorities
- Prepares required statistics forms
- Responsible for yearly accounting closing and audit procedure
- Supports full cost recovery for the Regional Secretariat through fixed-cost allocation to projects.

2. Reporting and administration

- Prepares quarterly financial reports to GWPO.
- Prepares financial reports on locally raised funds to donors according to their requirements.
 - Report spending within each programme on a monthly basis or as needed by Programme Manager(s).
- Coordinates with Programme Manager(s) and Administration Officer GWP coding structure
- Prepares Annual Tax Declaration and required forms as Balance Sheet and Profit and Lost
- Provides assistance and support to Country Water Partnerships with regard to financial reporting and annual audit.
- Periodically assess CWPs on their financial Management and provide recommendations for improvement
- Keeps track of latest developments in financial policies such as GWP Financial Policy, GWP Travel Policy, GWP Audit Guidelines and others.
- Ensure that country financial management systems and records are adequate in order to identify and protect the assets and interests of the organisation, and that they are compliant with all donor regulations, including GWPO's
- Quality controls financial reports from Country Water Partnerships.
- Quality controls financial reports from programmes and projects.
 - Compiles inputs that are obligatory for GWP CEE in relation to national legislation, i.e. annual tax statement or tax audits.
 - Coordinates and participate in annual audit of the GWP CEE that is undertaken by external regional auditor or any other internal or donor audits as necessary.
- Prepares Annual Tax Declaration and required forms as Balance Sheet and Profit and Lost
- Coordinates preparation of In-kind reporting in cooperation with Regional Coordinator.
- Participates in Regional Council meetings or any other meetings
- Review donor contracts and contribute to project budgets

- Undertakes any other administration activities as requested by GWP CEE Regional Coordinator.

3. Relationships

- Develops and maintain positive working relationships and team spirit with GWP CEE secretariat staff, Regional Council, Country Water Partnerships and GWPO.
- Cooperates with Administrative Officer on management of contracts and agreements, payments authorisation, cash management and other cross cutting finance and administration issues.
- Liaises with GWPO Finance Department to seek advice and share information

QUALIFICATIONS AND EXPERIENCE

- Education and qualifications –Master's degree in Economics, Finance or Accounting
- At least 5 years of working experience as a Finance Officer or similar role
- Familiar with Slovak regulations
- Solid knowledge of financial, accounting procedures and financial regulations
- Experience in working in a multi-donor environment
- Experiences working with EU funded projects is considered a plus
- Good understanding of major accounting packages, working knowledge of Money S3 is an advantage
- Good working knowledge of MicroSoft packages with Advanced knowledge of Excel
- Must be fluent in English and Slovak
- Flexible and adaptable in a changing world
- Ability to work on own initiative
- Teamplayer
- Ability to work under pressure with tight deadlines / good time management skills
- Proven organisation, planning and management skills
- Strong ethics, with an ability to manage confidential data

Proposed salary range: From 2.000 eur brutto

Please send your motivational letter and CV in English to gwpcee@gwpcee.org by 20 June 2023. For further information and questions regarding the position, contact veronika.vagoova@gwpcee.org