

ANNEX I : Terms of Reference

SENIOR FINANCE and ADMIN OFFICER

JOB TITLE: Senior Finance & Administration Officer, full time position

REPORTS TO: Head of Finance & Administration

SCOPE OF THIS POSITION:

The position is key in managing the GWP-Med financial, procurement, administrative and human resources procedures and in guiding, facilitating and overseeing their proper implementation.

The position includes a number of high-volume tasks, which require close attention to detail. Functions to be serviced require:

- ability to analyse and process multiple and multi-level processes and transactions;
- detail-oriented review with clear follow ups;
- ability to prioritize and work under pressure with close attention to detail;
- a proactive approach.

Among others, the Senior Finance & Administration Officer will be responsible for financial record keeping, preparing financial reports, ensuring an updated and functional ERP system and monthly/annual reconciliation of accounts. She/he will also be responsible for preparing and following up the needed procedures for procurements and contracts with experts and providers as well as for advancing and administering human resources procedures.

The Senior Finance & Administration Officer reports to the Head of Finance & Administration (HFA). The post has the option of professional development within the organisation. She/he collaborates with all GWP-Med units and staff members for better delivering their objectives as these relate to finance and administration matters. Duties include international travel.

LOCATION: GWP-Med Secretariat in Athens, with international travel

A. SPECIFIC DUTIES:

- Support developing, updating, and implementing pertinent and efficient financial, administrative and human resources procedures.
- Guide, monitor and safeguard the preparation and implementation of proposals' and Projects' Budgets in close collaboration with assigned Project Managers, including elaboration of budget forecasts, comparison of expenditures vs approved budget and preparation of adjustments as necessary, and follow ups of expenditure invoicing payments.
- Prepare Projects' Quarterly budget forecasts in close collaboration with the Project Managers.
- Monitor staff timesheet keeping, and allocation of salary costs to Project and other budgets.
- Prepare, implement and monitor procurement procedures and contracts with experts and providers.
- Draft and monitor contracts between GWP-Med and staff members as well as with external contractors for outsourced services. Monitor the contractors' invoices against the goods and services provided by the contractor and approved by assigned GWP-Med officers. Prepare and monitors payments of contractors' invoices. Prepare and processes all related GWP-Med forms and requirements.
- Produce monthly liquidity reports and monthly payment obligations.
- Monitor accounts and payment to vendors and individual contractors for services.
- Support update of the project management and accounting software regularly.
- Prepare quarterly and annual financial reports to GWP

- Guide and assist Project Managers in preparation of financial reports per project and per donor and safeguard its contents and quality
- Plan, secure and carry out timely monthly/annual reconciliations of the Secretariat and project accounts.
- Continuously improve the administrative and financial procedures and routines.
- Cooperate with Auditing Bodies, including for providing information and files during inspections.
- Respond to enquiries and provide information and advice to project staff regarding their entitlements, administrative procedures, processes and practices, conditions of service, duties and responsibilities, and entitlements ensuring consistency in the application of GWP-Med rules and procedures.
- Support establishing and maintaining procedures and feedback systems needed for human resources management of the GWP-Med Secretariat.
- Other duties as assigned by the HFA.

B. QUALIFICATIONS AND EXPERIENCE:

- University degree or similar further education in business administration or finance.
- At least 10 years of professional experience in accounting and finance, including on projects' budget management (design, implementation and monitoring).
- At least 3 years in a related senior post.
- Experience in Financial Management of EU and other international funded projects.
- Familiar with the SOFT1 E.R.P software, or similar.
- Experience working in/with developing countries and/or international business is an advantage.
- Strong interpersonal skills and integrity.
- Effective communicator both verbally and in writing.
- Reliable, valuing the importance of timeliness and accuracy.
- Excellent organisational capacity and resourcefulness.
- Advanced user of Windows and MS Office programs.
- Excellent command of spoken and written English and Greek, working level of French is an advantage.

C. COMPETENCIES

PROFESSIONALISM: Ability to perform a broad range of administrative functions, e.g., budget/work program, human resources, database management, etc. Shows pride in work and in achievements; Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; Is motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations.

COMMUNICATION: Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style and format to match audience; Demonstrates openness in sharing information and keeping people informed.

TEAMWORK: Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise; Is willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

PLANNING AND ORGANIZING: Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; Adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently.