

Terms of Reference

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| <p>Position Information</p> <p>Job Title: Senior Finance and Administration Manager (International) Duty Station: ECES HQ and/or Project Fields in Africa and Middle East Reports to: Executive Director and/or Project Field Directors, Starting Date: 1st October 2017</p> |
| <p>Organizational Context</p> <p>The European Centre for Electoral Support (ECES) is a non-profit private foundation headquartered in Brussels a global remit. ECES promotes sustainable democratic development through the provision of advisory services and operational support in favor of all electoral stakeholders, including electoral management bodies, civil society organizations dealing with civic & voter education and election observation, political parties and parliaments dealing with electoral reforms, media, security forces and legal institutions dealing to electoral dispute resolutions. Since February 2011, ECES has signed over 70 contracts in support of transparent, credible and cost-effective electoral processes and the strengthening of democratic institutions in more than 35 countries mainly, but not only, in Africa and Middle East. In addition to that, the founders and personnel of ECES have acquired extensive field experience and, taken together, ECES can count on a specific knowledge and a well-established network in over 70 countries around the world. The EU and Member States are by far the largest ECES' donors, however the organization has also signed contracts and partnered with more than 20 different donors.</p> |
| <p>Functions / Key Results Expected</p> <p>Under the guidance of ECES Executive Director and Project Field Directors, the Senior Finance and Administration Manager will have the following specific responsibilities and will provide the following deliverables:</p> <ul style="list-style-type: none"> • To ensure that adequate financial controls are implemented to maintain propriety and proper accountability following EU PRAG procedures; • To ensure that the Project's Standard Operating Procedures are adequately implemented throughout the project's life-span; • To ensure the financial transactions are properly recorded, have adequate supporting documentation, filled, maintained and can be easily extracted for the purpose of preparing financial statements; • To monitor expenditure through the use of a computer based monitoring system; • To check budget lines to ensure that all transactions are booked to the correct budget lines; • To ensure the regular update of project financial books; • Follow up the budget balances; • To supervise the preparation the activities' projections; • To supervise the internal financial audit and expenditure verification control; • To supervise the preparation of external financial audits; • To supervise the preparation of financial documents/reports; • To supervise the ECES staff's contracts and HR matters; • To Implement all other working tasks deemed necessary by the Executive and Project Directors; • Liaise with ECES HQ staff. |
| <p>VALUES</p> <ul style="list-style-type: none"> • Promotes the vision, mission and strategic goals of ECES; • Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; • Demonstrates integrity by modelling ECES' values and ethical standards. |

| Recruitment Qualifications | |
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| Education: | Advanced Degree in management, economics, business administration, organizational management or related field. |
| Experience: | <ul style="list-style-type: none"> • Minimum of 10 years of professional working experience; • Prior working experience within international/not for profit organisations and experience of working with EU funded projects is an added advantage; • Prior working experiences in good governance and election related field is a must; • Good negotiation and project management skills; • Ability to prioritize work, multi-task and meet deadlines; • Sound analytical judgment; • Ability to work with results-orientation and efficiency in a multi-tasking environment; • Strong planning, communication and writing skills; • Strong interpersonal skills and flexibility, responsibility, integrity, team work, self-motivated, preparedness to work off-time; • Excellent computer literacy; • Ability to perform effectively under high pressure, hardship conditions and long working hours; • Capacity to handle with diplomacy and in responsible and flexible manner political sensitive issues. |
| Language Requirements: | <ul style="list-style-type: none"> • Excellent working level of written and spoken English and/or French. • Fluency and/or working knowledge in Spanish and/or Portuguese and/or Arabic is considered as an asset. |