



Terms of Reference

Position Information

Job Title: Accountant - Finance officer

Duty Station: Brussels

Reports to: Head of Administration and Finance

Duration: 1-year contract

Organizational Context

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 2012, 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 is by far the largest ECES' donor**, however the organization has also signed contracts and partnered with many other organisations.

Functions / Key Results Expected

Under the daily guidance of the Head of Administration and Finance, , the Finance officer will have the following specific responsibilities and will provide the following deliverables:

Accountability

- Ensure transactions are properly recorded and entered into the computerized accounting system on a daily basis
- Establish, maintain and reconcile the general ledger
- Assist to the closure of annual accounts
- Receive, verify supplier invoices and prepare vouchers and payment with technical and budgetary approval
- Prepare and reconcile bank statements and cash counts
- Establish and maintain cash controls including deposits and payments
- Maintain financial files and records
- Prepare income statements
- Prepare balance sheets

Finance support

- Work with the field finance officers on their daily tasks
- Assist with preparation of the budget and budget forecast
- Assist with the preparation of financial reports and internal and external audits
- Review financial statements, assess internal controls, and identify any discrepancies or potential risks for audit purposes

Administrative and HR support

- Follow, check and maintain all relevant insurance, contracts and HR dossiers
- Fill in all the supporting documents on the server
- Maintain with the administrative assistant the assets register
- Verify and submit staff time sheets for payroll processing
- Order and collect office consumables and stationery, supplies
- Implement all other working tasks deemed necessary by the Head of Finance and Administration
- Ensure the company's compliance with tax laws and regulations in the field by the project and advise on tax planning strategies

VALUES	
<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. • Strong ethics, with an ability to manage confidential data 	
Recruitment Qualifications	
Education:	Bachelor in accountability essentiel, degree in management, economics, business administration, organizational management or related field.
Experience:	<ul style="list-style-type: none"> • Minimum of 2 years of professional working experience as accountant/financial officer, ideally with a development/cooperation project • Excellent practical knowledge of Winbooks • Prior working experience within international/not for profit organisations and professional experience within EU funded projects is an added advantage; Solid knowledge of financial and accounting procedures applicable to EU funded projects • Demonstrated experience in preparing financial reports and budget amendment/revision • Ability to work with results-orientation and efficiency in a multi-tasking environment • Strong planning skills; Ability to prioritize work, multi-task and meet deadlines • Sound analytical judgement • Strong flexibility, sense of responsibility, teamwork, self-motivated, prepared to work off-time • Ability to perform effectively under high pressure, hardship conditions • Excellent computer literacy
Language Requirements:	Excellent working level of French and English languages in both writing and speaking