

## Terms of Reference

<p><b>Position Information</b></p> <p><b>Job Title:</b> Administration and Finances Officer  <b>Duty Station:</b> Brussels  <b>Reports to:</b> Head of Finance  <b>Duration:</b> 6 months  <b>Period:</b> as soon as possible</p>
<p><b>Organizational Context</b></p> <p>The <b>European Centre for Electoral Support (ECES)</b> 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 <b>all electoral stakeholders</b>, including electoral management bodies, civil society organizations dealing with civic &amp; 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 <b>over 70 contracts</b> in support of transparent, credible and cost-effective electoral processes and the strengthening of democratic institutions <b>in more than 35 countries mainly, but not only, in Africa and Middle East</b>. 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 <b>over 70 countries</b> around the world. <b>The EU is by far the largest ECES' donor</b>, however the organization has also signed contracts and partnered with many other organisations.</p>
<p><b>Functions / Key Results Expected</b></p> <p>Under the daily guidance of the Administrative and Finances Manager and ECES HQ focal point appointed by the Executive Director, the Administration and Finances Officer will have the following specific responsibilities and will provide the following deliverables:</p> <ul style="list-style-type: none"> <li>• Assist with preparation of the budget and budget forecast;</li> <li>• Ensure transactions are properly recorded and entered into the computerized accounting system;</li> <li>• Assist with preparation of Audit;</li> <li>• Receive, verify and process invoices;</li> <li>• Reconcile bank statements and cash transactions;</li> <li>• Process and record petty cash transactions;</li> <li>• Prepare income statements;</li> <li>• Prepare balance sheets;</li> <li>• Establish, maintain and reconcile the general ledger;</li> <li>• Establish new and maintain existing supplier accounts;</li> <li>• Maintain the purchase order system;</li> <li>• Maintain financial files and records;</li> <li>• Maintain with the administrative assistant the assets register;</li> <li>• Verify and submit staff time sheets for payroll processing</li> <li>• Order and collect office consumables and stationery, supplies</li> </ul>
<p><b>VALUES</b></p> <ul style="list-style-type: none"> <li>• Promotes the vision, mission and strategic goals of ECES;</li> <li>• Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;</li> <li>• Demonstrates integrity by modelling ECES' values and ethical standards.</li> </ul>

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