

## Terms of Reference

### Position Information

**Job Title:** Senior Administration and Finances Manager (International)

**Duty Station:** ECES HQ and in the field (mainly Africa and Middle East)

**Reports to:** ECES Executive Director, Project Coordinator and Senior Administration and Finances Manager

- **CV needs to be sent to [recruitment@eces.eu](mailto:recruitment@eces.eu) by the 24 March 2022.**

### Organizational Context

**ECES is an independent, non partisan and not for profit Foundation headquartered in Brussels with a global remit.** ECES was established at the end of 2010 and has implemented activities already in **more than 50 countries**, mainly, but not only, in Africa and the Middle East, primarily with funding from the EU and EU Member states.

ECES promotes **electoral and democratic strengthening** through the provision of advisory services, operational support and management of large projects mainstreaming capacity and leadership development via peer exchanges and comparative experiences, dialogue and the prevention and mitigation of electoral conflicts.

ECES has obtained the **TRACE** certification for its financial management transparency and the **ISO 9001** certification for its Quality Management System. ECES has crafted and copyrighted its strategy called "**A European Response to Electoral Cycle Support - EURECS**", which is implemented via **specific methodologies and tools** also copyrighted by ECES. EURECS is an innovative delivery mechanism to implement **electoral and democracy assistance activities that are consistent primarily with European values and EU policies targeting the facilitation of the cooperation on electoral matters between the EU, the EU member states and their partner countries.**

ECES together with the College of Europe, Interpeace, Mediateur, Fondation Hironnelle and the Institute of Research and Education on Negotiation (ESSEC) is implementing on behalf of the EU the ERMES project, the **European Resource for Mediation Support**. ECES is providing the key expertise and the office for the project that is a strategic tool for the EU role in mediation and dialogue.

In this context ECES is also a member of the **European Peacebuilding Liaison Office network, the biggest and leading civil society European platform of 40 independent organisations and think tanks from 16 European countries committed to peacebuilding and the prevention of conflict**

### Functions / Key Results Expected

Under the daily guidance of the Project Coordinator and ECES HQ, the Senior Administration and Finances Manager will have the following specific responsibilities and will provide the following deliverables:

- Work closely with ECES HQ for the coordination and communication with the stakeholders or beneficiary;
- Maintain contact with beneficiaries and stakeholders for the submission of financial documents;
- Prepare budget and reallocation of budget;
- Prepare and follow up financial audits;
- Supervise the internal financial audit and expenditure verification;
- Supervise the preparation of external financial audits;
- Ensure that adequate financial controls are implemented to maintain proper accountability and budget supervision;
- Follow up with budget balances;
- Supervise the preparation the activities' projections;
- Supervise the preparation of financial documents/reports;
- Ensure that financial transactions are properly recorded, have adequate supporting documentation, and can be easily accessed for the purpose of preparing financial statements;
- Efficiently manage all external contracts, and to ensure that all Project expenditure is correctly authorized and accounted for
- Ensure the regular update of project financial books;
- Monitor expenditure through the use of a computer-based monitoring system;
- Budget monitoring to ensure that all transactions are booked to the correct budget lines;
- Supervise payments;
- Verify staff time sheets for payment processing;
- Supervise the encoding of payments into an accountability software;
- Supervise the cash control on the field;
- Supervise the bank reconciliation;
- In cooperation with ECES HQ, Develop Project's Standard Operating Procedures and ensure their implementation throughout the project's life-span;
- Supervise project staff's contracts and HR matters (manage personnel procedures in relation to recruitment, training, holidays and appraisals, ensuring these are properly documented, and advise on relevant policies);
- To oversee all VAT matters;
- Deal with the Project's bank in respect of payments and receipts, foreign currency rate etc. To ensure that all bank accounts and credit card statements are regularly reviewed and reconciled.
- Implement all other working tasks deemed necessary by the Project Director and the Administrative and Finances Manager.

#### **VALUES**

- 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**

Education:	Advanced degree in management, economics, business administration, organizational management or related field.
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Experience & Skills:	<ul style="list-style-type: none"> <li>• Minimum of 10 years of professional working experience in finance and administrative functions;</li> <li>• Prior working experience within international/not for profit organisations and experience of working with EU funded projects;</li> <li>• Experience in track record of managing operations and financial and management accounting;</li> <li>• Demonstrated experience in procurement and preparation of financial reports and budget variance analysis;</li> <li>• Experience of managing staff and associated employment issues</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>• Excellent risk management and cost control skills.</li> <li>• Sound analytical judgment;</li> <li>• Strong planning and writing skills;</li> <li>• Strong interpersonal skills and flexibility, responsibility, integrity, team work, self-motivated, preparedness to work off-time;</li> <li>• Excellent computer literacy;</li> <li>• Ability to perform effectively under high pressure, hardship conditions and long working hours;</li> <li>• Capacity to handle with diplomacy and in responsible and flexible manner political sensitive issues.</li> </ul>
Language Requirements:	Excellent working level of English in both writing and speaking. Fluency in French is considered an asset.