

Terms of Reference

Position Information

Job Title: Junior Administration and Finance 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 by the 23 August 2021.**

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 the Senior Administrative and Finances Manager, the Junior Administration and Finances Manager will have the following specific responsibilities and will provide the following deliverables:

- Assist in budget preparation and reallocation of budget
- Assist in preparation and follow up of financial audit, alongside with the Senior Finance and Admin Manager;

- Support in audit preparation and provide all the supporting documents related to project's expenses;
- Receive and verify invoices from ECES experts or providers;
- Verify and submit staff time sheets for payment processing;
- Encode payments and keep accountability software up to date;
- Prepare bank reconciliation;
- Follow up with local payments;
- Process and record petty cash expenses;
- Establish and maintain cash control for the project and provide supporting documents for each of these expenses;
- Order and collect office consumables and stationery;
- 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.
Experience:	<ul style="list-style-type: none"> • Minimum of 5 years of professional working experience as accountant/financial office, ideally with a development/cooperation project; • Prior working experience within international/not for profit organizations 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; • Previous experience in accountability software • Ability to prioritize work, multi-task and meet deadlines; • Ability to work with results-orientation and efficiency in a multi-tasking environment; • Strong planning skills; • Strong flexibility, responsibility, team work, self-motivated, preparedness to work off-time; • Excellent computer literacy and experience using financial/accountancy software; • Ability to perform effectively under high pressure, hardship conditions; • Strong ethics, with an ability to manage confidential data
Language Requirements:	Excellent working level of English in both writing and speaking. Fluency in French is considered an asset.