

ANNEX I: Terms of Reference

HEAD of MIO-ECSDE FINANCE and ADMINISTRATION Department (HoFAD)

JOB TITLE: Head of Finance & Administration Department (HoFAD), full time position, annual renewable contracts

REPORTS TO: The Chairperson

SCOPE OF THIS POSITION:

The Head of Finance & Administration Department (HoFAD) is responsible for leading and delivering financial management, preparing financial reports, ensuring an updated and functional ERP system and monthly/quarterly/annual reconciliation of accounts, among other tasks. The HoFAD is responsible for leading, preparing and following-up on the needed procedures for procurements and contracts with experts and providers as well as for leading and administering human resources procedures in collaboration with the external accountant.

The position of HoFAD includes a number of complex tasks, which require attentiveness, integrity and accountability. Finance and Administration functions require:

- ability to design, analyse and process multiple and multi-level processes and transactions;
- detail-oriented review and follow up;
- ability to prioritize and work under pressure with close attention to detail;
- a proactive approach.

The Head of Finance & Administration Department:

- reports to the Chairperson;
- collaborates closely with the Head Officer and staff members for delivering their objectives as these relate to finance, administration and human resources matters;
- collaborates closely with the external accountant;
- coordinates and oversees the work of the Finance & Administration Department's staff;
- collaborates with the Finance team of the hosted entity (ies).
- may be required to travel (locally and internationally).

LOCATION: MIO-ECSDE Secretariat in Athens.

A. SPECIFIC DUTIES:

- Implement financial, administrative and HR procedures in accordance with the national regulations and MIO-ECSDE's Code of Conduct and policies (<https://mio-ecsde.org/about-us/our-accountability/>).
- Guide, monitor and safeguard the preparation and implementation of all tasks related to the execution of the MIO-ECSDE annual budget, ensuring effective organization of accounting procedures and good project monitoring.
- Update the ERP system with the approved annual budget per project and program and monitor its implementation.
- Prepare and submit financial reports to the Executive Board, the AGM, the Donors and other Authorities, as needed, using the data provided by the ERP system.

- Lead, monitor and oversee the preparation and implementation of all tasks in relation to project budget implementation in close collaboration with the Project Managers; this includes budget forecasts, comparison of expenditures vs approved budget and deliverables and preparation of adjustments as necessary, follow-up of invoicing and payments.
- Guide and assist Project Managers in preparing financial reports per project and per donor review their contents and quality, uploading on donor reporting platforms as needed.
- Monitor staff timesheet keeping and allocation of salary costs to projects and other budgets.
- Prepare, implement and monitor procurement procedures and contracts with experts and providers based on the MIO-ECSDE Procurement policy.
- Draft and monitor contracts between MIO-ECSDE and staff members as well as with external contractors for outsourced services. Monitor the contractors' invoices against the goods and services provided by the contractor and approved by assigned Project Managers.
- Lead and/or prepare and monitor payments of contractors' invoices in coordination with the external accountant.
- Produce monthly liquidity reports and weekly or monthly payment obligations.
- Plan, secure and carry out timely monthly/quarterly/annual reconciliations of project accounts.
- Prepare for Annual Audits and cooperate with Auditing Bodies, including for providing information and files during inspections.
- Prepare the Annual Financial Statements in collaboration with the external accountant and external auditors.
- Collaborates with the finance team of the hosted entity(ies) and oversee quarterly reports, payment obligations, invoicing and payment requests.
- Respond to enquiries and provide information and advice to project staff regarding their entitlements, administrative procedures, processes and practices, conditions of service, duties and responsibilities, ensuring consistency in the application of rules and procedures in collaboration with the external accountant.
- Other duties as assigned by the Chairperson.

B. QUALIFICATIONS AND EXPERIENCE: MIO-ECSDE is looking for a HoFAD with a zeal for organizational management, a strong background in non-profit management, in management of EU and other funded and co-funded projects and with experience in finances, human resources and organizational development. A genuine commitment to environmental and natural resource protection, transparency and accountability is important.

Required qualifications include:

- **University degree**, or equivalent education, in finance, non-profit management, accounting, economics, math or sciences, business administration or a related field **is required**.
- **Master's degree in finance or accounting or an MBA** and/or certification as a Certified Public Accountant (CPA), Chartered Financial Analyst (CFA), or Certified Financial Planner (CFP) **is considered an asset**.
- **At least 10 years of professional experience** in accounting and finance including on international and national projects (design, implementation and monitoring) **is required**.
- A strong background in non-profit management **is required with at least 3 years in a related senior post**.
- **Financial reporting experience** under IFRS and Greek GAAP and familiarity of accounting for EU

and other international funded projects **is required**.

- **Familiarity with the SOFT1 ERP software**, or similar tool, and experience in integrating IT systems **is required**.
- Excellent knowledge of Microsoft 365 as well as **excellent command of spoken and written Greek and English are required**. Working level of French is an advantage.
- Experience **working in/with developing countries** and/or **international organisations** is an advantage.

C. COMPETENCES that MIO-ECSDE is looking for in a HoFAD

Leadership and Management: Capacity for managing and leading people; ability to connect to staff both individually and in large groups; capacity to enforce accountability; ability to develop and empower leaders from the bottom up and lead from the top down; strong commitment to follow-through; and high emotional intelligence.

Strategic Vision: Ability to think strategically, anticipate future consequences and trends and incorporate them into the organizational planning.

Organizational Development: Ability to think creatively about staffing and organizational and admin structure.

Human Resources: Experience managing performance reviews and evaluations, as well as implementing HR policies and serving as a resource for staff.

Communication: Strong communication skills, ability to listen to others, exhibit interest in having two-way communication; openness to sharing information and keeping people informed.

D. Remuneration

To be discussed depending on experience and qualification.

Indicative starting minimum for the first year at 3.500 gross/monthly x 14.