

ANNEX I: Terms of Reference

FINANCIAL CONTROLLER

JOB TITLE: Financial Controller, full time position

REPORTS TO: Head of Finance and Administration

SCOPE OF THIS POSITION:

Reflecting priorities of the [GWP Strategy 2025](#), thematic agendas addressed by the Global Water Partnership-Mediterranean (GWP-Med) include, but are not limited to:

- Water solutions for the Sustainable Development Goals, including
 - Water Governance & Financing
 - Water-Energy-Food-Ecosystems Nexus
 - Source-to-Sea, including IWRM/Integrated Coastal Zone Management/Integrated Groundwater Management
 - Technical Water Solutions (including Non-Conventional Water Resources Management)
 - Water-Employment-Migration
- Climate Resilience through Water
- Transboundary Water Cooperation

Furthermore, GWP-Med addresses three cross-themes areas:

- Engaging private sector;
- Contributing to gender equality;
- Mobilizing youth for water security.

GWP-Med is seeking to recruit a Financial Controller to monitor GWP-Med financial, procurement and human resources procedures and to assist the Finance Management in **guiding, safeguarding, and overseeing their proper implementation.**

The position includes a number of high-volume tasks, which require close attention to detail. Functions to be serviced require:

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

Among others, the Financial Controller will be responsible for delivering financial record keeping, preparing financial reports, ensuring an updated and functional ERP system for the GWP-Med Project Management and monthly/annual reconciliation of accounts. She/he will also be responsible for preparing and following up the needed procedures for procurements and contracts with experts and providers as well as for advancing and administering human resources procedures.

The Financial Controller officer reports to the Head of Finance and Administration. She/he collaborates closely with all GWP-Med units and staff members for delivering their objectives as these relate to finance and administration matters. Duties include international travel. She/he will also collaborate, as needed, with the GWP-Med's Host Institute (MIO-ECSDE) Finance and Admin Unit.

LOCATION: GWP-Med Secretariat in Athens, with international travel

A. SPECIFIC DUTIES:

To assist and support the Head of Finance & Administration and under his guidance the Financial Controller has the following duties:

- Responsible for the monitoring of Organization's financial performance of core and projects reports

(P&L, cash flow, actual vs budget etc.), ensuring accuracy and control.

- Responsible for the preparation and reporting of regularly monthly / quarterly / annually Organization's core and projects Reports, Cashflows, Forecasts and other ad hoc reports.
- Responsible for the compliance and accuracy of all financial reporting.
- Participates in projects Budgeting validation in cooperation with the Head of Finance and Administration and Projects Management Teams
- Ensures timely closure of finance audit recommendations, participates in preparation, implementation, and monitoring of corrective action plans.
- Overseeing accounting operations such as accounts payable, accounts receivable, and general ledger entries.
- Responsible for employees' travel expenses: working with the specific tool for the management of the travel expenses.
- Creation and development of internal financial controls, evaluating their robustness, reasonableness, and implementation.
- Responsible for the monitoring and implementation the Organization Policies and Procedures.
- Monitor staff timesheet keeping, and allocation of salary costs to Project and other budgets.
- Prepare, implement, and monitor procurement procedures and contracts with experts and providers.
- Draft and monitor contracts between GWP-Med 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 GWP-Med Officers. Prepare and process all related GWP-Med forms and requirements.
- Produce monthly Liquidity report and monthly payment obligations.
- 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 GWP-Med rules and procedures.
- Other duties as assigned by the Head of Finance and Administration.

B. QUALIFICATIONS AND EXPERIENCE:

Required

- Bachelor's degree in Finance or Accounting
- Master's in finance or Accounting or MBA and/or ACCA / ACA / CFA / CPA / CMA qualification or in progress, will be considered an asset.
- 7+ years of professional experience in accounting and finance in Greece and ideally abroad, including on international and and/or national projects' budget (preferably working for non-profit organization or NGO)
- At least 2 years in a related post.
- Financial reporting experience under IFRS and Greek GAAP and familiarity of accounting for short/long term of EU and other international funded projects.
- Strong knowledge of Accounting, General Chart of Accounts and Tax matters
- Excellent knowledge of MS Office
- Fluency in English and Greek is essential

Desired

- Experience in a Big-4 company will be an asset.
- A' class Accounting Signatory License will be an asset.
- Familiar with the SOFT1 E.R.P software, or similar
- Experience working in/with developing countries and/or international business is an advantage.
- Excellent communication skills and teamwork mentality
- Strong organizational and planning skills, problem solving and analytical ability.
- Strong interpersonal skills and integrity.
- Fluency in French is an asset

C. COMPETENCIES

PROFESSIONALISM: Ability to perform a broad range of administrative functions, e.g., budget/work program, human resources, database management, etc. Shows pride in work and in achievements; Is conscientious and efficient in meeting commitments, observing deadlines, and achieving results; Is motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations.

COMMUNICATION: Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify and exhibits interest in having two-way communication; Tailors language, tone, style and format to match audience; Demonstrates openness in sharing information and keeping people informed.

TEAMWORK: Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise; Is willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

PLANNING AND ORGANIZING: Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; Adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently.